



BENWICK PARISH COUNCIL

Minutes of a meeting of the Benwick Parish Council on Monday 3rd April 2017 in the side room of the Village Hall in High Street Benwick PE15 0XA.

- Present:** Cllrs; L Keppel-Spoor (Chair); R Emmitt; R Few, J Richardson (Clerk), and one member of the public
- 259/16-17 Apologies for Absence:** Cllrs; M Chapman; A Miscandlon
- 260/16-17 Declarations of Interest**
No interests declared
- 261/16-17 Public Time**
7.35pm- 7.36pm
Nothing raised
- 262/16-17 Confirmation of Minutes**
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 6th March 2017 **Agreed**
- 263/16-17 Matters Arising (for information only)**
Lack of approaching bend sign on Whittlesey Road reported to Highways 7th March 2017. *Reply received 22/03/17 "can you recall when the sign was last in place as it is not recorded on our inventory. Our records as far back as 2009 make no reference".*
Request for information on the felling of 2 Lime Trees in St Marys Churchyard sent to FDC 7th March 2017. *Reply received 10/03/17 "The two trees on inspection were rotten through the main trunk at approx. 3 to 5 metres from the ground, plus they had considerable dead wood in the crown of the tree, I deemed them unsafe and in need of urgent felling due to them being adjacent to the road where regular car parking for the river area is undertaken. We will look at two replacements next winter if budgets permit".*
Email sent to FDC to advise of outstanding CAT1 street lights 7th March 2017. *Reply received 13/03/17 "Balfour Beatty are aware that the completion of the Benwick CAT1 replacements remains outstanding and this will be addressed as part of the backlog clearance. Unfortunately they do not have a timetable for completing these works other than this is their priority."*
Footpaths in the village have been highlighted to Highways as needing repair on 13th March 2017. *Reply received 22/03/17 "I will have a look at the pavements especially Lilyholt Road".*
- 264/16-17 Police Report**
I am happy to report there are no crime trends in Benwick with very little crime happening at all over the last month.
Communication with the local school is ongoing and we continue to tackle the parking problem.
I hope to attend a meeting in the near future when our shifts match up with a meeting time.
- 265/16-17 Play Park:** Play Park almost complete. Ground work to be done. Anticipate opening early May.
Scouts and School both agreed to attend the opening (when date agreed).
- 266/16-17 County & District Councillors Reports**
No reports
- 267/16-17 The Pound:** No update on current situation regarding placement of a storage container and investigations on fencing options at front of The Pound and Village Hall **Cllr Emmitt Clerk**
- 268/16-17 Speedwatch**
Have had contact from one person as a result of Benwick Bugle article. Only 4 volunteers currently. Clerk to leave on agenda for another month **Clerk**
- 269/16-17 Income & Expenditure**
a) It was Proposed by Cllr Keppel-Spoor, 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	£19.00
J Richardson	Admin – 26/03/17	£315.94
	TOTAL	£693.77

b) Clerks report on the March Bank Balances and reconciliation statement is at Appendix1

c) Clerks report on 2016/17 financial position is at Appendix2

d) It was Proposed by Cllr Keppel-Spoor, and AGREED, that the following monies be allocated to Earmarked reserves; Mooring £1500, Cemetery £2000, Street Lights £1500, Allotments £1000, Verge Planting £150 **Agreed Clerk**

270/16-17 Audit 2016/17

a) The Annual Governance Statement for 2016/17 was reviewed and it was Proposed by Cllr Keppel-Spoor, and AGREED, that this be signed. **Agreed**

b) The Accounting Statements for 2016/17 were reviewed and it was Proposed by Cllr Keppel-Spoor, and AGREED, that this be signed. **Agreed**

271/16-17 Risk Register

It was Proposed by Cllr Keppel-Spoor, and AGREED, that the register proposed be adopted, and the Clerk performs the annual visual checks **Agreed Clerk**

272/16-17 Cemetery/Mooring

Cemetery

a) Clerk to commence work on the preparation of the tender packs **Clerk**

273/16-17 Allotments

No update on seeking quotes for work on allotments **Clerk**

274/16-17 Casual Vacancies

Casual Vacancies on the Parish Council are to be placed on agenda for Parish Assembly and advertised in Benwick Bugle **Clerk**

275/16-17 War Memorial

The cleaning of the War Memorial and surrounding area to be placed on May agenda **Clerk**

276/16-17 Correspondence

a) Rural Services Network Bulletins (emailed 10/03/17, 22/03/17, 28/03/17)

b) CCC Innovation Fund Invitation (emailed 01/03/17)

c) Cambs Acre Support Cambridgeshire newsletter (emailed 06/03/17)

d) S137 Allowance for 2017-18 £7.57 (emailed 06/03/17)

e) CPRE latest: lecture from Housing Minister, land use strategy, (emailed 10/03/17)

f) CAPALC March 2017 Bulletin (emailed 10/03/17)

g) Clarification of Diocese owned Land edging Whittlesey Road, near bridge (emailed 13/03/17)

h) News From The Police And Crime Commissioner (emailed 22/03/17)

i) Fenland & East Cambs Surface Treatments 2017 (emailed 22/03/17)

j) Cambridgeshire Rural Services Survey results (emailed 22/03/17)

k) Benwick In Bloom Update (emailed 24/03/17)

l) Police Update ref London (emailed 24/03/17)

m) SLCC Bulletin (emailed 28/03/17)

277/16-17 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 8th May 2017. Items to be included on Agenda should be with the Clerk by Monday 1st May 2017

Meeting Closed at :- 20.22

Appendix1

Bank Reconciliation		Financial Year ending 31 March 2017	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/03/2017		
Approved by		Chair	
Date	03/04/2017		
Balance per bank statements as at	31/03/2017	£	£
Current Account		34119.96	
NS&I		20874.71	
			54994.67
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
Net bank balances as at			54,994.67
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		11,076.56	
Closing Balance		54,994.67	
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	£696.78	E M TOTAL	£32,588.57
Play Park	£3,000.00		
General Reserve	£22,406.10		

Appendix2

BENWICK PARISH COUNCIL					
	ACTUAL SPEND	ACTUAL SPEND	PROPOSED BUDGET	ACTUAL SPEND	
	2014-15	2015-16	2016-17	2016-17	
INCOME:					
Maintenance Grants:	£10,609.00	£10,609.00	£10,715.00	Precept	£10,715.00
Council Tax Support Grant	£1,288.00	£1,288.00	£1,272.00	Council Tax Support Grant	£1,272.00
	£2,687.00	£2,687.00	£985.00	Concurrent	£985.00
	£703.88	£703.88	£703.88	Grass Cutting	£703.88
Rents:	£875.00	£875.00	£875.00	Town	£875.00
	£270.00	£170.00	£170.00	September Gardens	£155.00
Recycling Credits	£8.32	£27.74	£27.74		£39.07
VAT Refund	£732.15	£434.50	£400.00		£234.67
Burials	£1,908.75	£1,282.50	£200.00		£294.75
Bank Interest	£153.32	£154.47	£150.00		£124.67
Rate Refund					£77.12
SUB TOTALS:	£19,235.42	£18,232.09	£15,498.62		£15,476.16
Sundries	£0.00		£0.00		£0.00
TOTALS:	£19,235.42	£18,232.09	£15,498.62		£15,476.16
Rates	339.60	324.62	350.00		£475.79
Room Hire	182.00	131.25	200.00		161.25
Subscriptions:	17.00	17.00	18.00	NALC LCR Magazine	17.00
	371.53	297.43	320.00	CAPALC	294.41
	54.00	54.00	54.00	Cambs Acre	45.00
	64.50	59.00	59.00	SLCC	88.00
	12.00	12.00	12.00	Clerks & Councils Magazine	12.00
Maintenance	811.53	698.02	700.82	Verges	700.74
	2,840.55	3,425.84	3,150.00	Cemetery	3,465.00
		863.07		Street Lights	
	-	-	-	Allotments	
Insurance	578.80	627.02	650.00		621.49
Energy	1,158.52	894.53			
Professional Charges	100.00	120.00	120.00	Internal Auditor	120.00
	100.00	100.00	120.00	External Auditor	100.00
	35.00	35.00	40.00	ICO	35.00
				Computer Security	
Sundries	229.04	41.83	200.00		195.00
Telephone/Internet	104.90	117.58	150.00		79.42
Post & Stationery	72.82	84.60	100.00		199.32
Travel	33.75	27.45	90.00		34.65
Clerk's annual office expenses	150.00	150.00	150.00		150.00
Planting & Maintenance	165.29	44.29	75.00		-
Training	699.50	17.50	200.00		218.50
VAT Paid	678.89	427.30	400.00		312.46
Wages/PAYE-NI	3,971.81	3,353.90	4,000.00		3,218.31
SUB TOTALS:	12,771.03	11,923.23	11,158.82		10,543.34
Election		231.08	1,000.00		
Development Projects		-	2,000.00		
Tourism (Cycle Races)	185.84	52.66	500.00		
Local Highways Improvement		131.17			
Play Park	67.00				
WW1 Commemoration	1,245.20				
Xmas Decorations	55.26	18.28	150.00		
S137 Payment	25.00	25.00	25.00	British Legion Poppy Wreath	30.00
Donations/Charity	30.00	395.00	200.00		200.00
TOTALS:	14,379.33	12,776.42	15,033.82		10,773.34
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		303.22
TOTALS:	14,379.33	13,418.92	35,924.21		11,076.56
EARMARKED RESERVES	Parish Plan				£532.89
	Verge Planting				£1.40
	Cemetery				£14,357.50
	Street Lighting				£10,000.00
	The Pound				£2,000.00
	War Memorial				£2,000.00
	Mooring Repair/Maintenance				£696.78
	Play Park				£3,000.00
	TOTALS				£32,588.57