

BENWICK PARISH COUNCIL

Minutes of the Annual General Meeting of the Benwick Parish Council on Monday 8th May 2017 in the side room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs; M Chapman; R Emmitt; R Few; L Keppel-Spoor; J Clark (CCC); D Connor (CCC); R Butcher (FDC); A Miscandlon (FDC), J Richardson (Clerk) and two members of the public
- 001/17-18 Election of Chairman**
It was Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Chapman be appointed as Chairman and the Declaration of Office was duly signed **Agreed**
- 002/17-18 Election of Vice Chairman**
It was Proposed by Cllr Emmitt, and AGREED, that Cllr Keppel-Spoor be appointed as Vice Chairman and the Declaration of Office was duly signed **Agreed**
- 003/17-18 Apologies for Absence** No apologies received
- 004/17-18 Declarations of Interest**
None declared
- 005/17-18 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.)
It was Proposed by Cllr Chapman, and AGREED, that the following Councillors are the representatives for:-
Cemetery (Cllr Few)
Village Hall (Cllr Keppel-Spoor)
Mooring (Cllr Keppel-Spoor) **Agreed**
- 006/17-18 Bank Signatories**
It was Proposed by Cllr Chapman, and AGREED, that the Bank Signatories remain as Cllrs Chapman, Keppel-Spoor and Few **Agreed**
- 007/17-18 Internal Auditor**
It was Proposed by Cllr Chapman, and AGREED, that I Cooper be appointed the Internal Auditor for 2017/18 **Agreed**
- 008/17-18 PUBLIC TIME**
The willow tree on the river bank needs to be reported to Highways for cutting. **Clerk**
Trees between St Marys Churchyard and the Cemetery have been taken down. **Clerk**
The Clerk is to contact FDC to find out future plans for this area. **Clerk**
Public Time closed at 7.39p.m.
- 009/17-18 Confirmation of Minutes**
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 3rd April 2017 **Agreed**
- 010/17-18 Co-Option of Councillors**
Discussion on co-option of Councillors took place. It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Co-Option of new Councillors be delayed until the June Meeting. The Clerk is to contact the individuals concerned for them to supply more details. **Agreed**
Clerk
- 011/17-18 Play Park**
Some soil and grass seed has had to be relayed, causing a slight delay. Cllr Chapman is to chase Bob Ollier for an opening date. £3000 contribution to Play Park has been previously authorised. **Cllr Chapman**
The Clerk to contact the School and Scouts for details relating to donations **Clerk**
- 012/17-18 Police Matters**
No crime figures received
- 013/17-18 Membership Renewals**
a) It was Proposed by Cllr Chapman, and AGREED, that SLCC Membership for 2017/18 at £78.00 be renewed **Agreed**
b) It was Proposed by Cllr Chapman, and AGREED, that CAPALC Membership for 2017/18 £301.64 be renewed **Agreed**
- 014/17-18 County & District Councillors Reports**
Cllr Clark reflected on his years as County Councillor and Cllr Chapman thanked him for his attendance and support over the years.
Cllr Connor was introduced as County Councillor who intends to attend as many meetings as possible and is looking forward to supporting the Council.

Cllr Miscandlon thanked Emma Grimmer whose tenacity helped to secure some of the funding for the Play Park.

Cllr Butcher reported that the AGM at FDC will take place on Thursday. The CSR has now enabled FDC to be in a reasonably stable position, and the District Council is now looking forward for the next two years.

015/17-18 Insurance

It was Proposed by Cllr Chapman, and AGREED that the Insurance for 2017/18 be renewed. **Agreed**

The Clerk is to add the mooring sign once installed **Clerk**

016/17-18 Income & Expenditure

a) Precept and Council Tax Support Grant (1st Payment) rec'd £5,781.50
b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment **Agreed**

C Owen	Cemetery & Pound Apl 2017	£288.75
CGM Landscapes	Verge Cutting April 2017	£70.08
Anglian Water (dd)	Water Rates April 2017	£19.00
J Richardson	Admin – 30/04/17	£283.80
J Richardson	Reimbursement Expenses	£76.28
CAPALC	Membership 2017/18	£301.64
Came & Company	Insurance	£648.39
Fenland District Council	Play Park Contribution	£3000.00
SLCC	Membership 2017/18	£78.00
Ivan Cooper	Internal Audit	£120.00
Aztech Engineering	Mooring Sign	£675.75
TOTALS		£5561.69

c) Clerks report on the April Bank Balances and reconciliation statement is at Appendix 1

d) Internal Audit report read out and the Clerk is now to send off the paperwork to the External Audit **Clerk**

017/17-18 Allotments

a) Letter requesting quotes for clearing the area of weeds is to be drawn up by the Clerk **Clerk**

018/17-18 War Memorial

a) The cleaning, and maintenance of War Memorial and surrounding area was discussed and Cllrs are to look at this and then discuss again next month **All Cllrs**

019-17-18 Planning/Development

Planning

F/YR17/0321/F Erection of a 2-storey rear extension to existing dwelling involving removal of existing single-storey element. 27A Doddington Road Benwick March Cambridgeshire PE15 0UT. It was Proposed by Cllr Chapman, and AGREED, that there are no objections to this planning application. Clerk to respond to FDC **Agreed Clerk**

Pre-Application Consultation

Proposed base station upgrade at land at Chatteris, Greenvale Produce Ltd, Floods Ferry Road, Benwick, near Chatteris, Cambridgeshire, PE15 0UN. It was Proposed by Cllr Chapman, and AGREED, that no comment be made **Agreed**

020/17-18 Mooring & Cemetery

Mooring

a) The position of the sign with regard to the area and surrounding trees was discussed and the Clerk is to meet and agree the position **Clerk**

Cemetery

a) Grant Offer of £6000 from Burnthouse Farm Wind Farm Community Benefit Fund, was discussed. It was Proposed by Cllr Chapman, and AGREED, that the Terms and Conditions letter be signed. It was Proposed by Cllr Chapman, and AGREED, the Outcomes and Indicators that are to be included in the Progress Monitoring table. It was Proposed by Cllr Chapman, and AGREED, that the Clerk be the contact for the project. **Agreed**

The Clerk is to return all the relevant paperwork **Clerk**

b) Cllr Chapman proposed, and it was AGREED, that he is to write to the contractor regarding the state of the Cemetery **Agreed Cllr Chapman**

c) Cemetery extension project of pathway solutions, was discussed and it was Proposed by Cllr Chapman, and AGREED, that the tender documentation is correct and can be issued with an additional paragraph to say that the Parish Council would welcome additional proposals for the new footpaths in an environmentally friendly material. **Agreed**

It was Proposed by Cllr Chapman, and AGREED, that the newspaper advert be placed and a budget of £150 be authorised. **Agreed**
 The Clerk is to progress the work required **Clerk**

021/17-18 Dog Fouling

Dog fouling in the village on the footpaths appears to be reduced

022/17-18 Correspondence

- a) Rural Services Network, bulletin (emailed 30/03/17, 03/04/17, 10/04/17, 14/04/17, 21/04/17, 26/04/17, 02/05/17)
- b) Notice - Elections 4 May 2017 (emailed 10/04/17)
- c) Cambridgeshire Fens LEADER Coffee Morning Event Invite (emailed 10/04/17)
- d) CCC Local validation list consultation (emailed 10/04/17)
- e) Came & Company Spring Council Matters 2017 (emailed 14/04/17)
- f) News From The Police And Crime Commissioner (emailed 14/04/17, 26/04/17)
- g) Latest from CPRE (emailed 14/04/17)
- h) NALC Newsletters (emailed 14/04/17, 26/04/17)
- i) Encourage Responses To Housing White Paper Consultation (emailed 14/04/17)
- j) CCC 2017/18 TDP Structures Schemes within Fenland and East Cambridgeshire (emailed 21/04/17)

023/17-18 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 5th June 2017.
 Items to be included on Agenda should be with the Clerk by Monday 29th May 2017

Meeting Closed at:- 20.59

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2018	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	01/05/2017		
Approved by		Chair	
Date	08/05/2017		
Balance per bank statements as at	01/05/2017	£	£
Current Account		39307.77	
NS&I		20874.71	
			60182.48
Less: Unpresented Cheques			
Cheque Number	2469	70.08	
			70.08
Add: Any unbanked cash in transit			
Net bank balances as at			60,112.40
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,994.67	
Add: Receipts to date		5,781.50	
Less: Payments to date		663.77	
Closing Balance		60,112.40	
Earmarked Reserves:			
Parish Plan	£532.89		
Verge Planting	£151.40		
Cemetery Extension	£16,357.50		
Street Lighting	£11,500.00		
The Pound	£2,000.00		
War Memorial	£2,000.00		
Mooring	£2,196.78	E M TOTAL	£38,738.57
Play Park	£3,000.00		
Allotments	£1,000.00		
General Reserve	£21,373.83		