

# BENWICK PARISH COUNCIL

## Minutes of the Meeting of the Benwick Parish Council on Monday 3<sup>rd</sup> July 2017 in the Church room of the Village Hall in High Street, Benwick PE15 0XA

- Present** Cllrs M Chapman (Chair); L Keppel-Spoor; R Emmitt; R Few; A Cade; D Connor (CCC); J Richardson (Clerk) and six members of the public
- 046/17-18 Apologies for Absence:** Cllr R Butcher (FDC) and A Miscandlon (FDC). Apologies received from Cllrs A Miscandlon and R Butcher for not attending Play Park opening
- 047/17-18 Declarations of Interest**  
No declarations of interest received
- 048/17-18 Public Time**  
Chairman has visited Cemetery again and believes that not enough time has been devoted to the cutting of the cemetery. Chairman is to talk to contractor regarding this issue. The contract for the cutting of the grass was discussed. Cllr Few is to cut the grass on the new extension prior to the new paths being installed. The contract is to be renewed in April 2018 and quotes will be sought for the work. Allotments are in the process of having the weeds sprayed and killed off. Notice was given to allotment holders so that work could be undertaken. It was suggested that an allotment association be formed and allotment holders will need to be members.  
Benwick in Bloom handed over the portfolio for the In Bloom judging which will take place this week.  
Dog fouling is on the increase again. It has been noticed outside the shop, school and cemetery. Clerk to contact Street Scene at FDC to see if they can do anything new to help. **Clerk**  
Shrubbery at end of High Street was raised. It was agreed that "Payback" Team will do some work on this area. This is not a parish council area.  
Road between two bridges and overhanging hedge has been reported to CCC. The verge down by the towpath is overgrown, and the Clerk is to look at and if needed contact the Verge Contractor. **Clerk**  
Seat in Cemetery and at War Memorial needs attending to. Cllr Chapman to look at. **Cllr Chapman**  
Concerns have been raised regarding the gate entry and signage into the Play Park, which will be looked into by Cllr Chapman **Cllr Chapman**  
The gate on the War Memorial was highlighted and Cllr Chapman is to look at this too. **Cllr Chapman**  
Public Time Closed at:- 20.00
- 049/17-18 Confirmation of Minutes**  
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 5<sup>th</sup> June 2017 **Agreed**
- 050/17-18 Matters Arising (for information only)**  
Hedge overhanging on Skeifs Row reported 05/06/17. Reply Rec'd "*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.*"  
Postbox on Doddington Road reported 05/06/17. Reply Rec'd "*I understand that one of our post boxes is currently in a state of disrepair and I appreciate the inconvenience this has caused. I have therefore reported the details to the relevant Collections Planning Manager to resolve this issue.*"
- 051/17-18 Ramsey and Warboys Informer**  
The invitation to produce an article each month for the newspaper was discussed and it was Proposed by Cllr Chapman, and AGREED, that if anything in particular arises this will be sent. **Agreed**
- 052/17-18 Police Report**  
There are currently no crime trends within Benwick.  
There has been no reported burglaries or criminal damage within Benwick.  
There has been no Anti-social behaviour reports within Benwick.  
All in all calls for service have been very low.  
Our engagements with the schools in relation to parking are still happening and as you can imagine, parking is always good when we attend. As from the start of the

next school year we are going to be working with the school to organise a school evolved speed watch where we have the children speaking to speeders. This has worked well in practice in other areas of the country and plan to get Benwick involved with this idea.

**053/17-18 Parish Council Liaison with Fenland District Council**

The invitation to meet and agree attendance was discussed. It was Proposed by Cllr Chapman, and AGREED, that attendance at the Parish Council Meetings be on a quarterly basis

**Agreed  
Clerk**

**054/17-18 County & District Councillors Reports**

Cllr Connor reported that he has been elected as Planning Chairman at CCC again. Any issues please feel free to get the Clerk to email Cllr Connor.

FDC are in discussion with two companies regarding the street lighting contract.

**055/17-18 The Pound:**

Cllr Emmitt is visiting FDC in a couple of weeks and will take this opportunity to discuss the placement of a storage container with them.

**Cllr Emmitt**

**056/17-18 Income & Expenditure**

£80.75 rec'd re Cremation Plot purchase. £703.88 rec'd re Grass Cutting grant. £6000 rec'd from Burnthouse Wind Farm Community Benefit Fund

a) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment

**Agreed**

CGM Landscapes	Verge Cutting	£70.08
Anglian Water (dd)	Water Rates	£19.00
J Richardson	Admin – 25/06/17	£284.98
J Richardson	Annual Office Allowance	£150.00

It was Proposed by Cllr Chapman, and AGREED, that members do not approve the following account for payment

**Agreed**

C Owen	Cemetery & Pound Maintenance	£288.75
	<b>TOTAL</b>	<b>£812.81</b>

b) Clerks report on the June Bank Balances and reconciliation statement is at Appendix 1

c) Clerks report on Budget v Performance to end June 2017 is at Appendix 2

**057/17-18 Cemetery**

a) Cllr Chapman is to discuss the recent Invoice and non payment, for grass cutting in the Cemetery with the contractor. It was Proposed by Cllr Chapman, and AGREED that if two cheque signing Councillors agree, the Invoice is paid if a significant improvement is made.

**Cllr Chapman**

b) Cemetery path installation project. Met with contractor on Friday 30<sup>th</sup> June. Work will commence Wednesday 5<sup>th</sup> July and notices to this effect have been put up. The work is expected to take approx. 2 weeks.

**058/17-18 Allotments**

The allotment area has been strimmed.

Clerk to leave on agenda for future months

**Clerk**

**059/17-18 Grass Cutting**

a) The request to include White Hart Drive on future grass cutting contract including information from CCC was discussed. It was Proposed by Cllr Chapman that the area identified as adopted by CCC be put onto the Grass Cutting Contract for April 2018

**Clerk**

**060/17-18 Donations**

The request for a donation from FACT was discussed but no proposal for a donation was forthcoming

**061/17-18 SLCC**

It was Proposed by Cllr Chapman, and AGREED, that the Clerk attend SLCC 2017 Regional Training Seminar on 6th September 2017 at a cost of £69 + VAT

**Agreed  
Clerk**

**062/17-18 2018 Parish Council Meeting Dates**

It was Proposed by Cllr Chapman, and AGREED, that dates circulated be accepted for the 2018 Parish Council Meetings

**Agreed  
Clerk**

**063/17-18 Planning  
Granted**

a) 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

b) F/YR17/0348/O Erection of up to 2no dwellings (outline application with all matters reserved) Land East And West Of 29 Doddington Road Benwick Cambridgeshire

**064/17-18 Correspondence**

- a) Rural Services Network Bulletins (emailed 03/06/17, 05/06/17, 13/06/17, 17/06/17, 26/06/17, 28/06/17 )
- b) CPRE News (emailed 03/06/17, 17/06/17)
- c) New Parish Meeting established in Cambridgeshire (emailed 08/06/17)
- d) Plunkett Call To Action - Rural Co-operatives' Programme (emailed 08/16/17)
- e) NALC Newsletter - 7 June 2017 (emailed 08/06/17)
- f) Fenland Older People's Outreach Service (emailed 08/06/17)
- g) Street Lighting Letter from Cllr King (emailed 13/06/17)
- h) CAPALC June 2017 Bulletin (emailed 13/06/17)
- i) Scams Awareness Month information for Parish Councils in Fenland (emailed 17/06/17)
- j) Roadworks & Events Bulletin (emailed 17/06/17, 28/06/17)
- k) Fenland District Council - Save the Date - Christmas Carol Concert (emailed 26/06/17)

#### 065/17-18 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 7<sup>th</sup> August 2017.  
Items to be included on Agenda should be with the Clerk by Monday 31<sup>st</sup> July 2017

Meeting Closed at:- 20.40

#### Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2018	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	28/06/2017		
Approved by		Chair	
Date	03/07/2017		
<b>Balance per bank statements as at</b>	<b>28/06/2017</b>	<b>£</b>	<b>£</b>
Current Account		34389.94	
NS&I		20874.71	
			55264.65
Less: Unpresented Cheques			
Cheque Number	2469	70.08	
			70.08
Add: Any unbanked cash in transit		6,000.00	
			6,000.00
<b>Net bank balances as at</b>			<b>61,194.57</b>
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,994.67	
Add: Receipts to date		13,003.63	
Less: Payments to date		6,803.73	
<b>Closing Balance</b>		<b>61,194.57</b>	
<b>Earmarked Reserves:</b>			
Parish Plan	£532.89		
Verge Planting	£151.40		
Cemetery Extension	£22,357.50		
Street Lighting	£11,500.00		
The Pound	£2,000.00		
War Memorial	£2,000.00		
Mooring	£1,633.66	<b>E M TOTAL</b>	<b>£41,175.45</b>
Allotments	£1,000.00		
General Reserve	£20,019.12		

#### Appendix 2

BENWICK PARISH COUNCIL						
	ACTUAL SPEND	ACTUAL SPEND	ACTUAL SPEND	AGREED BUDGET	FORECAST OUTTURN	FORECAST
	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
<b>INCOME:</b>						
Maintenance Grants:	£10,609.00	£10,609.00	£10,715.00	10,715.00	Precept	£10,715.00
Council Tax Support Grant	£1,288.00	£1,288.00	£1,272.00	848.00	Council Tax Support Grant	£848.00
	£2,687.00	£2,687.00	£985.00	985.00	Concurrent	£985.00
	£703.88	£703.88	£703.88	350.00	Grass Cutting	£703.88
Rents:	£875.00	£875.00	£875.00	875.00	Town	£875.00
	£270.00	£170.00	£155.00	-	September Gardens	
Recycling Credits	£8.32	£27.74	£39.07	40.00		£40.00
VAT Refund	£732.15	£434.50	£234.67	250.00		£250.00
Burials	£1,908.75	£1,282.50	£294.75	250.00		£250.00
Bank Interest	£153.32	£154.47	£124.67	75.00		£75.00
Rates Refund			£77.12			
<b>SUB TOTALS:</b>	<b>£19,235.42</b>	<b>£18,232.09</b>	<b>£15,476.16</b>	<b>14,388.00</b>		<b>£14,741.88</b>
Sundries	£0.00		£0.00	-		
	£0.00		£0.00	-		
<b>TOTALS:</b>	<b>£19,235.42</b>	<b>£18,232.09</b>	<b>£15,476.16</b>	<b>14,388.00</b>		<b>£14,741.88</b>
Rates	339.60	324.62	£475.79	400.00		400.00
Room Hire	182.00	131.25	161.25	200.00		200.00
Subscriptions:	17.00	17.00	17.00	17.00	NALC LCR Magazine	17.00
	371.53	297.43	294.41	300.00	CAPALC	301.64
	54.00	54.00	45.00	45.00	Cambs Acre	45.00
	64.50	59.00	88.00	90.00	SLCC	78.00
	12.00	12.00	12.00	12.00	Clerks & Councils Magazine	12.00
Maintenance	811.53	698.02	700.74	700.82	Verges	700.82
	2,840.55	3,425.84	3,465.00	3,150.00	Cemetery	3,150.00
	-	863.07			Street Lights	
					Allotments	
Insurance	578.80	627.02	621.49	650.00		648.39
Energy	1,158.52	894.53				
Professional Charges	100.00	120.00	120.00	120.00	Internal Auditor	120.00
	100.00	100.00	100.00	100.00	External Auditor	100.00
	35.00	35.00	35.00	35.00	ICO	35.00
					Computer Security	
Sundries	229.04	41.83	195.00	200.00		200.00
Telephone/Internet	104.90	117.58	79.42	150.00		150.00
Post & Stationery	72.82	84.60	199.32	100.00		100.00
Travel	33.75	27.45	34.65	50.00		50.00
Clerk's annual office expenses	150.00	150.00	150.00	150.00		150.00
Planting & Maintenance	165.29	44.29	-	75.00		75.00
Training	699.50	17.50	218.50	200.00		200.00
VAT Paid	678.89	427.30	312.46	250.00		250.00
Wages/PAYE-NI	3,971.81	3,353.90	3,218.31	4,000.00		4,000.00
<b>SUB TOTALS:</b>	<b>12,771.03</b>	<b>11,923.23</b>	<b>10,543.34</b>	<b>10,994.82</b>		<b>10,982.85</b>
Election		231.08		1,000.00		1,000.00
Development Projects		-		2,000.00		2,000.00
Tourism (Cycle Races)	185.84	52.66		0.00		
Local Highways Improvement		131.17		-		
Play Park	67.00	642.50		-		
WW1 Commemoration	1,245.20					
Xmas Decorations	55.26	18.28		150.00		150.00
S137 Payment	25.00	25.00	30.00	30.00	British Legion Poppy Wreath	30.00
Donations/Charity	30.00	395.00	200.00	200.00		200.00
<b>TOTALS:</b>	<b>14,379.33</b>	<b>13,418.92</b>	<b>10,773.34</b>	<b>14,374.82</b>		<b>14,362.85</b>
Parish Plan				532.89		532.89
Verge Planting				151.40		151.40
Cemetery Extension				22,357.50		14,200.00
Street Lighting				11,500.00		11,500.00
The Pound				2,000.00		2,000.00
War Memorial				2,000.00		2,000.00
Mooring			303.22	1,633.66		563.12
Play Park				3,000.00		3,000.00
<b>TOTALS:</b>	<b>14,379.33</b>	<b>13,418.92</b>	<b>11,076.56</b>	<b>57,550.27</b>		<b>£48,310.26</b>