



BENWICK PARISH COUNCIL

Minutes of the Meeting of the Benwick Parish Council on Monday 6th November 2017 in the Church room of the Village Hall in High Street, Benwick PE15 0XA

- Present:-** Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; A Cade; A Miscandlon (FDC); J Richardson (Clerk) and five members of the public
- 135/17-18 Apologies for Absence:** D Connor (CCC); R Butcher (FDC)
- 136/17-18 Declarations of Interest**
None
- 137/17-18 Public Time**
Asked what the law is on quad bikes and dirt track bikes on the road. It was said that it is believed all such vehicles should be licensed etc (legally compliant).
Parking on Lilyholt Road corner is becoming a problem.
The hedge outside 1 Doddington Road needs cutting back again. Clerk to report to Highways. Cllr Cade to phone the owner.
It was commented that the War Memorial is now clean and tidy, thank you.
It was asked who is raising the flag at the Memorial Service. It was assured that someone will be raising the flag.
Public Time Closed at 7.38pm
- 138/17-18 Confirmation of Minutes**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 2nd October 2017 **Agreed**
- 139/17-18 Matters Arising (for information only)**
The weeds around the kissing gate were reported 03/10/17 and the response from Highways is:- *The footpath linking Chapel Gardens to High Street is not maintainable at public expense and I would report this issue to Circle (Roddons).*
- 140/17-18 Parish Councillors**
It was Proposed by Cllr Chapman, that Lesley Robinson be co-opted, and this was AGREED. **Agreed**
Clerk to undertake necessary actions required **Clerk**
- 141/17-18 Police Report**
No police report received. It was asked what the Police Report is and it was said that this is a report of what has happened. It was asked if the Police could attend the next meeting as parking is getting worse in the village. The Clerk is to email the Police saying that there has been complaints about parking in the village especially at junctions, and ask if they can attend the next meeting. **Clerk**
- 142/17-18 Unadopted Right of Way**
Summary of situation was given.
The matter was discussed, it was said that maybe hare coursing could be one reason for the gate being put up.
It was Proposed, by Cllr Chapman, and AGREED, that the Parish Council cannot take sides in this issue but encourage the person concerned to pursue this matter formally. **Agreed**
It was raised that the Parish Council should have a policy regarding the handing in of paperwork when a Councillor leaves the Parish Council. Clerk to research, (next agenda item) **Clerk**
- 143/17-18 Village Benches**
Working Party Meeting held and recommendation to Parish Council is to purchase 3 new benches (recycled material), 2 in Cemetery (one donated, Clerk to discuss) and 1 in Chapel Gardens. It was Proposed by Cllr Chapman, and AGREED, that a budget of £1200 be allocated for this (Cemetery and Development Project budgets), subject to application to Ransonmoor for a grant. **Clerk**
Clerk to apply to Ransonmoor for funding by March 2018. **Clerk**
War Memorial Bench replacement was discussed, the recommendation is WW1 bench, and exact cost of removal of old bench and installation of new one to be investigated by the Clerk. Clerk also to contact Highways to ask if **Clerk**

path around the War Memorial could be repaired and install bench at same time.

- 144/17-18 County & District Councillors Reports**
Cllr Miscandlon has spoken to Planning and they are quite happy to receive a temporary application for the siting of a container on The Pound, as long as it is masked. This will need to be done quite quickly as costs are to rise soon.
- 145/17-18 Planning Applications**
a) F/YR17/0939/F Formation of a manège and the erection of 2 x stable blocks, a storage barn, a hay barn and a security light mounted on a 5.0m high pole Land North West Of 42 Ramsey Road Benwick Cambridgeshire
It was Proposed by Cllr Chapman, and AGREED, that they have no observations on the development **Agreed**
- 146/17-18 The Pound:**
The placement of a storage container on The Pound was discussed re the placement. Research to be undertaken re the size of container required and the costs involved for the next meeting by Cllr Emmitt. **Cllr Emmitt**
- 147/17-18 Clerks & Council Direct**
It was Proposed by Cllr Chapman, and AGREED, that the subscription to Clerks and Council's direct at £12.00 be renewed **Agreed**
- 148/17-18 Income & Expenditure**
Income Rec'd £437.50 Town Ground Rent, £5781.50 2nd instalment of Precept, £3989.37 VAT Refund
a) It was Proposed by Cllr Chapman, and AGREED, that Members considered and approved the following accounts for payment **Agreed**
- | | | |
|-----------------------|------------------------------|-----------------|
| ISS Facility Services | Cemetery Maintenance | £364.32 |
| CGM Landscapes | Verge Cutting | £70.08 |
| CGM Landscapes | Allotment Spraying | £96.00 |
| Anglian Water (dd) | Water Rates | £19.00 |
| J Richardson | Admin – 29/10/17 | £389.72 |
| J Richardson | Reimbursement-Expenses | £15.60 |
| ICO (dd) | Data Protection Registration | £35.00 |
| CommuniCorp | Clerks & Council Magazine | £12.00 |
| | TOTAL | £1001.72 |
- b) Clerks report on the October Bank Balances and reconciliation statement is at Appendix 1
c) Clerks report on performance v budget up to end September 2017 is at Appendix 2
- 149/17-18 Cemetery**
a) Clerk and Chairman visited Cemetery and half way down the path on the left there appears to have been damage done to a grave stone. The Clerk has contacted the contractor four times re the emptying of the bin **Clerk**
- 150/17-18 Cemetery & Verge Cutting**
a) It was Proposed by Cllr Chapman, and AGREED, that a working party meeting be held to commence discussions regarding the tender and process for the contract renewal in April 2018. Copies of current contracts to be sent to all Cllrs by the Clerk **Agreed**
- 151/17-18 Allotments**
a) Update on allotment clearance project for September Gardens, Clerk and Chairman witnessed the spraying taking place last Thursday. Fencing requirements need to be looked into and rubbish cleared. Cllrs to look at allotments and see what is required. Clerk to place on next Agenda **Clerk**
- 152/17-18 Local Highways Improvement Opportunity 2018**
It was Proposed by Cllr Chapman, and AGREED, that the Clerk is authorised to discuss the Local Highways Improvement bid with Highways **Clerk**
- 153/17-18 War Memorial**
a) To note clean up of War Memorial, and flag flying, ahead of Remembrance Day
- 154/17-18 Tour of Cambridgeshire Public Authorities 2018**
No attendance agreed at meeting on 8th November 2017.
- 155/17-18 Street Lighting**
No further action is required.
- 156/17-18 Rural Services Network**
"Growing a Rural Community Survey for Fenland" It was Proposed, by Cllr Chapman, and AGREED, that the Clerk completes the survey. **Agreed**
Clerk

- 157/17-18 Data Protection**
A new Data Protection General Regulation (GDPR) comes into force in May next year (2018). It was Proposed by Cllr Chapman, and AGREED, that the Clerk attends a training course at a cost of £10 on 8th December 2017 **Agreed Clerk**
- 158/17-18 Correspondence**
a) Rural Services Network Bulletins (emailed 03/10/17, 12/10/17, 17/10/17, 18/10/17, 24/10/17, 30/10/17, 1/11/17)
b) Roadworks & Events Bulletin 1-15th October 2017 (emailed 29/09/17)
c) Cambridgeshire Festival of Remembrance Invitation (emailed 02/10/17)
d) Cambs Acre Town and Parish Council Development Plan (emailed 02/10/17, 15/10/17)
e) War Memorials News (emailed 03/10/17, 17/10/17, 1/11/17)
f) CPRE latest: the wrong homes in the wrong places (emailed 12/10/17)
g) News From The Police And Crime Commissioner (emailed 12/10/17)
h) Roadworks and Events Bulletin 16th-31st October 2017 (emailed 12/10/17), 1st-15th November 2017 (emailed 1/11/17)
i) CAPALC AGM (emailed 15/10/17), CAPALC Funding Alert - October 2017 (emailed 23/10/17)
j) FDC Press Releases (emailed 15/10/17, 17/10/17, 23/10/17, 27/10/17, 30/10/17)
k) Highway Events Diary - October 2017 (emailed 15/10/17)
l) Fenland Parish Council Conference invite from Police and Crime Commissioner (emailed 17/10/17)
m) Youth Work Mapping Survey (emailed 17/10/17)
n) Heritage Lottery Fund & Cambridgeshire CVS Funding Focus 8th November (emailed 17/10/17)
o) Invite from The High Sheriff of Cambridgeshire (emailed 23/10/17)
p) CCC Cambridgeshire Matters Newsletter October 2017 (emailed 27/10/17)
- 159/17-18 A motion to exclude Press and Public was Proposed by Cllr Chapman, and AGREED.** **Agreed**
Clerks Appraisal
Clerks appraisal approved and increase to SP20 was Proposed by Cllr Chapman, and AGREED. **Agreed Clerk**
- 160/17-18 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 4th December 2017. Items to be included on Agenda should be with the Clerk by Monday 27th November 2017

Meeting Closed at:- 8.50pm

APPENDIX 1

Bank Reconciliation				Financial Year ending 31 March 2018	
Benwick Parish Council					
Prepared by Jacquie Richardson (Clerk & RFO)					
Date	30/10/2017				
Approved by		Chair			
Date	06/11/2017				
Balance per bank statements as at	30/10/2017			£	£
Current Account				30368.11	
NS&I				20874.71	
					51242.82
Less: Unpresented Cheques					
Cheque Number					
Add: Any unbanked cash in transit					
					0.00
Net bank balances as at				51,242.82	
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance				54,994.67	
Add: Receipts to date				23,697.00	
Less: Payments to date				27,448.85	
Closing Balance				51,242.82	
Earmarked Reserves:					
Parish Plan	£532.89				
Verge Planting	£151.40				
Cemetery Extension	£8,157.50				
Street Lighting	£11,500.00				
The Pound	£2,000.00				
War Memorial	£2,000.00				
Mooring	£1,633.66	E M TOTAL		£26,505.45	
Allotments	£530.00				
General Reserve	£24,737.37				

APPENDIX

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BENWICK PARISH COUNCIL						
		BUDGET	CURRENT	CURRENT	CURRENT	FORECAST
		2017-18	End JUNE 2017	End SEPT 2017	End DEC 2017	2017-18
INCOME:	INCOME					
Maintenance Grants:	Precept	10,715.00	£5,357.50	£10,715.00		£10,715.00
Council Tax Support Grant	Council Tax Support Grant	848.00	£424.00	£848.00		£848.00
	Concurrent	985.00	£0.00	£485.00		£985.00
	Grass Cutting	350.00	£703.88	£703.88		£703.88
Rents:	Town	875.00	£437.50	£437.50		£875.00
	September Gardens	-				
Recycling Credits		40.00				£40.00
VAT Refund		250.00				£250.00
Burials		250.00	£80.75	£80.75		£250.00
Bank Interest		75.00				£75.00
Windfarm Grant				£6,000.00		£6,000.00
SUB TOTALS:		£14,388.00	£7,003.63	£19,270.13	£0.00	£20,741.88
Sundries						
TOTALS:		£14,388.00	£7,003.63	£19,270.13	£0.00	£20,741.88
	EXPENDITURE					
Rates		400.00	57.00	347.07		400.00
Room Hire		200.00	-	85.00		200.00
Subscriptions:	NALC LCR Magazine	17.00		17.00		17.00
	CAPALC	300.00	301.64	301.64		301.64
	Camb's Acre	45.00				45.00
	SLCC	90.00	78.00	78.00		78.00
	Clerks & Councils Magazine	12.00				12.00
Maintenance	Verges	700.82	175.20	350.40		700.82
	Cemetery	3,150.00	577.50	577.50		3,150.00
	Street Lights					
	Allotments					
Insurance		650.00	648.39	648.39		648.39
Energy						
Professional Charges	Internal Auditor	120.00	120.00	120.00		120.00
	External Auditor	100.00		100.00		100.00
	ICO	35.00				35.00
	Computer Security					
Sundries		200.00	129.12	129.12		200.00
Telephone/Internet		150.00	48.33	48.33		150.00
Post & Stationery		100.00	48.48	110.28		120.00
Travel		50.00	16.20	16.20		50.00
Clerk's annual office expenses		150.00	-	150.00		150.00
Planting & Maintenance		75.00				75.00
Training		200.00		69.00		200.00
VAT Paid		250.00	181.16	3,894.00		250.00
Wages/PAYE-NI		4,000.00	859.59	1,704.79		4,000.00
SUB TOTALS:		10,994.82	3,240.61	8,746.72	-	11,002.85
Election		1,000.00				1,000.00
Development Projects		2,000.00				2,000.00
Tourism (Cycle Races)		0.00				
Local Highways Improvement		-				
Play Park		-				
WW1 Commemoration						
Xmas Decorations		150.00				150.00
S137 Payment	British Legion Poppy Wreath	30.00				30.00
Donations/Charity		200.00				200.00
TOTALS:		14,374.82	3,240.61	8,746.72	-	14,382.85
Parish Plan		532.89				532.89
Verge Planting		151.40				151.40
Cemetery Extension		22,357.50		14200		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		1,633.66	563.12	563.12		563.12
Allotments		1,000.00		470		
Play Park		3,000.00	3,000.00	3,000.00		3,000.00
TOTALS:		£58,550.27	£6,803.73	£26,979.84	£0.00	£48,330.26