



# BENWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Benwick Parish Council on Tuesday 22nd May 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present** Cllrs M Chapman; L Keppel-Spoor, R Emmitt; A Cade; D Connor(CCC); R Butcher(FDC); A Miscandlon(FDC); J Richardson (Clerk) and four members of the public
- 001/18-19 Election of Chairman**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to elect Cllr Chapman the Chairman of the Parish Council and to receive the Chairman's Declaration of Acceptance of Office **Agreed**
- 002/18-19 Election of Vice Chairman**  
It was Proposed by Cllr Emmitt, and AGREED, to elect Cllr Keppel-Spoor the Vice-Chairman of the Parish Council and to receive the Vice-Chairman's Declaration of Acceptance of Office **Agreed**
- 003/18-19 Apologies for Absence** Cllrs L Robinson; R Few
- 004/18-19 Declarations of Interest**  
**Councillors to declare any interests in respect of any item to be discussed at this meeting:-**  
Nothing declared
- 005/18-19 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.)  
Cemetery  
Allotments (September Gardens and Town Ground)  
Village Hall  
Planning  
Finance  
Street Lighting  
Highways  
Land (The Pound)  
War Memorial & Flag Pole  
Mooring  
Village Sign  
Bus Shelter  
It was Proposed by Cllr Chapman, and AGREED that this item be deferred to the next meeting **Agreed**
- 006/18-19 Bank Signatories**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to appoint Bank Signatories as Cllr Chapman, Cllr Few and Cllr Keppel-Spoor **Agreed**
- 007/18-19 Internal Auditor**  
a) It was Proposed by Cllr Chapman, and AGREED, that the current arrangements of Internal Audit meet the needs of the Council **Agreed**  
b) It was Proposed by Cllr Chapman, and AGREED, that Ivan Cooper remain as Internal Auditor for 2018/19 **Agreed**
- 008/18-19 PUBLIC TIME**  
The grass verges and Cemetery are a mess again. It was explained that the contracts were issued again in April but it would appear that the work is not being done to the contract. Clerk has chased them, and will do again tomorrow. **Clerk**  
Dog fouling still an ongoing issue, Clerk to get an update from FDC re proposed activity **Clerk**  
Public Time Closed at 19.50
- 009/18-19 Confirmation of Minutes**  
It was Proposed by Cllr Chapman, and AGREED to sign and approve the Minutes of the Meeting held on 9th April 2018 **Agreed**
- 010/18-19 Matters Arising**

Email sent to Ramsey and Warboy's Informer to correct the Parish Council meeting dates in their next issue (11/04/18)

Garage roof (disused property) on Lilyholt Road is in danger of coming off reported to Cllr Miscandlon (11/04/18). *Reply Rec'd "have passed it to building control to look into as a dangerous structure"*

Pot hole at end of Lilyholt Road and outside Chapel Farm reported to Highways (16/04/18). *Reply recd "works will be carried out to rectify the issue you raised with us, but could take up to 3 months depending on the location and severity (Lilyholt Road & Chapel Farm)"*

Tradeshift Account set up 23/04/18

**011/18-19 Police Matters**

a) One isolated incident of theft from a business and one scratch card fraud from a business. Continue to patrol the schools during drop off and pick up time, and patrol village when on shift.

b) Cllr Chapmans update on Police meeting which he attended was that it was an opportunity for the Police to talk about how they are going to spend the extra money that they have received. Structure of local neighbourhood policing is to be reviewed in line with extra 50 officers.

**012/18-19 County & District Councillors Reports**

Cllr Butcher reported that he also attended the Police meeting

Cllr Miscandlon will try to get a further update from building control re unsafe roof on building

**Cllr Miscandlon**

**013/18-19 Tour of Cambridgeshire Cycle Race**

The race will be coming through Benwick on 3rd June 2018 and there will be road closures in and around the village on that day.

**014/18-19 Footpaths on Whittlesey Road**

Work has been done by Community Payback on the grass verges overlapping the footpaths.

**015/18-19 Litter**

No action required regarding the litter down Floods Ferry and Doddington Road

**016/18-19 Street Lighting**

No action needed regarding the letter received from FDC re Street Lighting Maintenance and Power tendering, but this item needs to be on next agenda

**Clerk**

**017/18-19 Proposed incinerator and evaporator of toxic leachate at Warboy's Landfill**

It was Proposed by Cllr Chapman, and AGREED, that we write back to say that do not have enough information or knowledge to support or reject this proposal. Clerk to respond

**Agreed  
Clerk**

**018/18-19 Insurance**

It was Proposed by Cllr Chapman, and AGREED, that the renewal of Insurance for 2018-19 at a cost of £674.33 be done

**Agreed  
Clerk**

**019/18-19 Subscriptions**

a) Proposed by Cllr Chapman, and AGREED, to pay this cost for 2018-19 membership of SLCC at a cost of £84.

**Agreed**

b) Proposed by Cllr Chapman, and AGREED, not to pay 2018-19 membership of ALCC at a cost of £30.

**Agreed**

c) Proposed by Cllr Chapman, and AGREED, to pay 2018-19 subscription to LCR at a cost of £17.

**Agreed**

d) Proposed by Cllr Chapman, and AGREED, to pay 2018-19 membership of CAPALC at a cost of £310.04.

**Agreed**

**020/18-19 Village Benches**

a) It was Proposed by Cllr Chapman, and AGREED, that now grant application from Burnthouse Farm Wind Farm Community Benefit Fund of £762 has been granted the Clerk is to order the bench for the War Memorial

**Agreed**

b) War Memorial Bench. No guarantee that the request from Benwick In Bloom that the bench can be in situ for the In Bloom judging in July 2018 can be achieved.

**Clerk**

**021/18-19 Highways**

a) It was Proposed by Cllr Chapman, and AGREED, that the gates be white for the Local Highways Improvement Bid 2018-19. Clerk to inform Highways

**Agreed  
Clerk**

b) Highways visits to the village was discussed and this is to be left on agenda as no date has been forthcoming. Clerk to email Cllr Connor for an update.

**Clerk**

**022/18-19 Bus Shelter**

All Cllrs to look at the bus shelter, and put on next months agenda, as a volunteer

**All Cllrs**

is willing to paint the bus shelter as long as the materials are provided by the Parish Council.

**023/18-19 The Pound**  
 a) It was Proposed by Cllr Emmitt, and AGREED, that the Council waits until decision on storage container has been made before discussing Benwick In Bloom request to place a half seat (Memorial) around the tree on the Pound. Clerk to inform **Agreed**  
**Clerk**

b) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting. Place on next agenda

**024/18-19 Income & Expenditure**  
 a) 1<sup>st</sup> Precept & CTS Grant £5730.50, Recycling Credit rec'd £36.84  
 b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment. **Agreed**

ISS Facility Services	Cemetery Maintenance	£382.54	
CGM Landscapes	Verge Cutting	£70.08	
Anglian Water (dd)	Water Rates	£19.00	
J Richardson	Admin – 29/04/18	£383.76	
J Richardson	Reimbursement-Expenses	£24.30	
SLCC	Membership	£84.00	
Came & Company	Insurance Renewal	£674.33	
I Cooper	Internal Auditor	£130.00	
NALC	LCR Magazine	£17.00	
CAPALC	Membership	£310.04	
	<b>TOTALS</b>	<b>£2105.05</b>	
Refused	ALCC	Membership	£30.00

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

**025/18-19 2017-18 Audit**  
 a) It was Proposed by Cllr Chapman, and AGREED, that the Internal Auditors report for 2017-18 be accepted. **Agreed**

b) It was Proposed by Cllr Chapman, and AGREED, that the amendments to Minute 242/17-18 in line with Internal Audit report be made **Agreed**

c) It was Proposed by Cllr Chapman, and AGREED, that all documents be sent to external auditors **Agreed**

**026/18-19 Planning/Development**  
**Planning**  
**Refused**

a) F/YR18/0025/O Erection of up to 9 no dwellings (outline application with all matters reserved) - Land South Of 16A Doddington Road Benwick Cambridgeshire

**027/18-19 Allotments**  
 a) September Gardens, actions required. It was Proposed by Cllr Chapman, and AGREED, that Cllr Keppel-Spoor will enquire about the disposal of tyres. It was Proposed by Cllr Chapman, and AGREED, that a 16yd skip be hired at £290 + VAT and the Clerk to organise filling with Community Payback. Cllrs to move tyres on Wednesday 23<sup>rd</sup> May at 7.30pm **Agreed**  
**Cllr Keppel-Spoor**  
**Agreed**  
**Clerk**  
**All Cllrs**

b) Town Ground Allotment Plots and how these are to be rented out in the future (after September 2018) was discussed. It was Proposed by Cllr Chapman, and AGREED, that the clerk sends out a copy of the tenancy agreements to all Cllrs and Cllr Cade to take the lead on suggestions for changes. To be placed on next agenda **Agreed**  
**Clerk**  
**Cllr Cade**

**028/18-19 GDPR Update**  
 Government has passed legislation that states that Parish Councils do not need to have a DPO

**029/18-19 Chairman and Councillors Training**  
 To discuss and agree training requirements. To be placed on next agenda **Clerk**

**030/18-19 Correspondence**  
 a) Rural Services Network, bulletin (emailed 09/04/18, 16/04/18, 21/04/18, 23/04/18, 25/04/18, 30/04/18)  
 b) FDC Press releases (emailed 09/04/18, 16/04/18)  
 c) Roadworks & Events Bulletin 16th - 30th April 2018 (emailed 16/04/18),

- Roadworks & Events Bulletin 1st - 15th May 2018 (emailed 25/04/18)  
 d) CPRE Campaigns (emailed 16/04/18, 30/04/18)  
 e) NALC Chief Executive Bulletin - 5-13 April (emailed 21/04/18)  
 f) CAPALC April Bulletin (emailed 21/04/18), Year End Update - April 2018 (emailed 25/04/18), GDPR Update - April 2018 (emailed 25/04/18)  
 g) LED Lantern replacement works - Advance Notice (emailed 23/04/18)  
 h) Change of decayed electric pole (emailed 23/04/18)

- 031/18-19 Motion to exclude Press and Public**  
 It was Proposed by Cllr Chapman, and AGREED, that a motion be passed to exclude the Press and Public **Agreed**
- 032/18-19 Cemetery**  
 It was Proposed by Cllr Chapman, and AGREED, that there are to be no further children's burials in the current area and a new children's burial area will be included in the new part of the cemetery **Agreed**
- 033/18-19 Clerks Salary**  
 It was Proposed by Cllr Chapman, and AGREED, that the Clerks salary be raised in line with National Pay scale awards. **Agreed**
- 034/18-19 Agenda Items/Next Meeting**  
 The date of the next Parish Council Meeting will be Monday 4th June 2018. Items to be included on Agenda should be with the Clerk by Monday 28<sup>th</sup> May 2018

Meeting Closed 21.01

### Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2019	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	30/04/2018		
Approved by		Chair	
Date	08/05/2018		
<b>Balance per bank statements as at</b>	<b>30/04/2018</b>	<b>£</b>	<b>£</b>
Current Account		31400.09	
NS&I		20973.08	
			52,373.17
Less: Unpresented Cheques			
Cheque Number			
Add: Any unbanked cash in transit			0.00
<b>Net bank balances as at</b>			<b>52,373.17</b>
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		47,521.55	
Add: Receipts to date		5,767.34	
Less: Payments to date		915.72	
<b>Closing Balance</b>		<b>52,373.17</b>	
<b>Earmarked Reserves:</b>			
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	£3,133.66	<b>E M TOTAL</b>	<b>£29,345.45</b>
Allotments	£1,870.00		
General Reserve	£23,027.72		