



BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 4th June 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present** Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; A Cade; R Emmitt; A Miscandlon (FDC), J Richardson (Clerk) and eight members of the public
- 035/18-19 Apologies for Absence** Cllrs L Robinson; R Butcher (FDC)
- 036/18-19 Declarations of Interest**
None declared
- 037/18-19 PUBLIC TIME**
 Anglia in Bloom judging day is 5th July 2018. A map of the route was handed out. It was asked if an information board could be put on The Pound (to be included on July agenda). Question asked about the seat around the tree on the pound and was referred to the minutes of the last meeting. **Clerk**
 Question asked about grass cutting and the Chairman informed the meeting that the Clerk is chasing the contractors as much as possible. The Playpark and The Pound have been cut today.
 It was raised that when the Village Hall was built the Parish Council gave an assurance that no development would take place on The Pound and asked for this to be considered when looking at placing a Storage Container there.
 Tour of Cambridgeshire Cycle Race was raised and felt that the organisers are unfair to the villages that are cut off when the roads are closed. Feedback could be given to organisers regarding lack of facilities for marshals. It is felt that there should be a variation to the route. The public were asked to email the Clerk with ideas for improvement. To be placed on next agenda to discuss what to do. It was said that some people in Benwick treated the marshals badly. Litter pick required following the event, bottles etc on Ibbersons Drove **Clerk**
 Cherry Tree in Chapel Gardens to be reported to Highways as unsafe **Clerk**
 Public Time ended 20.04
- 038/18-19 Confirmation of Minutes**
 It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 8th May 2018 **Agreed**
 It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 22nd May 2018 **Agreed**
- 039/18-19 Matters Arising**
 The unsafe structure on Lilyholt Road update is *“Building Control have come back to me to say it is not a dangerous structure. I have however asked Environmental Health to look at in terms of it being a dilapidated or neglected site.”*
 Update from Tidy Fenland Dog Campaign is *“Officers have been parking up in Whittlesey Road to walk the footpath along Nene Parade up to the cemetery. Then have been walking over the bridge up along High Street before turning back to go along Doddington Road to complete the circle back to Whittlesey Road. Since your email we have carried out 6 patrols in this location at varying times. Whilst out Officers have seen very few dog walkers but those they have seen have been spoken to and were carrying dog bags. We have also checked the signs and refreshed new ones where we could. We have seen some fouling’s while out and have removed these. We will continue to monitor the area but if you hear of any information in the meantime, such as descriptions of dog walkers who may be responsible, which can help us to target the patrols better please let us know”.*
- 040/18-19 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 all areas will be covered by the whole council. **Agreed**
- 041/18-19 Police Matters**
Police report has now been changed to cover the entire district. Nothing to note for Benwick.
- 042/18-19 County & District Councillors Reports**
Cllr Miscandlon reported that the Tour of Cambridgeshire road closures are approved by the County Council. It was suggested that complaints about road closures and litter should be sent to County Council, as well as the organisers.
- 043/18-19 Standing Orders**
a) It was Proposed by Cllr Chapman, and AGREED, that the Standing Orders, as sent out by the Clerk, to all Councillors, be adopted **Agreed Clerk**
b) It was Proposed by Cllr Chapman, and AGREED, that all Councillors are reminded that they should not be holding paperwork, it should be held by the Clerk **Agreed**
- 044/18-19 Street Lighting**
Letter from FDC, regarding Street Lighting received and sent to all Cllrs. Discussion about the agreement that Benwick Parish Council had with FDC re the maintenance of street lights and the giving up of the concurrent functions grant. It was highlighted that the towns do not have to pay for their street lights so why should the villages. It was Proposed by Cllr Chapman, and AGREED, that he asks for a meeting with Trevor Watson FDC, to pushback in the most robust terms, to see if FDC will be prepared to be flexible in this matter. It was Proposed by Cllr Chapman, and AGREED, that all Parish Councils be written to, to organise a meeting. Clerk to provide all email addresses to Cllr Chapman. To be placed on next months agenda. **Agreed Clerk**
- 045/18-19 Village Benches**
a) Cemetery and Chapel Gardens (Benches x 3).
It was Proposed by Cllr Chapman, and AGREED, that the Clerk raises invoice re bench from donator. **Agreed**
It was Proposed by Cllr Chapman, and AGREED, that quote for £30 from Howard Langford be accepted to install all the new benches. **Agreed**
b) War Memorial Bench. It was Proposed by Cllr Chapman, and AGREED, that the grant acceptance form from Burnthouse Farm Wind Farm Community Benefit Fund of £762 to replace the bench at the War Memorial be signed by the Clerk and Chairman **Agreed Clerk**
- 046/18-19 Highways**
a) Local Highways Improvement Bid 2019-20 to be submitted by 31st July 2018. Council would welcome ideas from parishioners of schemes that could be submitted should let the Clerk know. To be placed on next agenda **Clerk**
b) Highways visits to the village. No response received from Cllr Connor. To be placed on next agenda **Clerk**
- 047/18-19 Bus Shelter**
It was Proposed by Cllr Chapman, and AGREED, that a budget of £25 be allocated for the purchase of wood preserver. Benwick in Bloom to purchase and supply receipt to Clerk **Agreed**
- 048/18-19 The Pound**
a) Placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting was discussed but a written quote is proving difficult to obtain.
- 049/18-19 Income & Expenditure**
a) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment **Agreed**

J Richardson	Admin – 27/05/18	£383.88
J Richardson	Reimbursement-Expenses	£16.08
Benwick Village Hall	Room Hire	£50.00
Glasdon UK Ltd	Village Benches	£1827.80
TOTALS		£2277.76

Meeting was Closed at 20.42 to allow parishioners input.

Meeting re-opened at 20.44

It was Proposed by Cllr Emmitt, and AGREED, that it is felt that ISS have only fulfilled one 3rd of the contract therefore only one 3rd of the ISS Invoice be paid = £127.51 **Agreed**

It was Proposed by Cllr Chapman, and AGREED, that the Clerk requests that dates of the cuts be included on the Invoices **Agreed Clerk**

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

050/18-19 Planning/Development

Planning

Refused

F/YR18/0198/O Erection of up to 15no dwellings (outline application with matters committed in respect of access) involving demolition of buildings Land North Of 17 Doddington Road Benwick Cambridgeshire

051/18-19 Allotments

a) Update on progress, at September Gardens, and discussion and agreement of further actions required, including disposal of tyres, skip hire, weedkilling, ploughing, marking out of new plots and allotment rents

Lots of wood got rid of. It was Proposed by Cllr Chapman, and AGREED, that a budget of £80.40 for the removal of tyres be allocated. **Agreed**

It was Proposed by Cllr Keppel- Spoor, and AGREED, that an 8 YD skip be ordered which will be loaded by Cllrs. **Agreed**

It was Proposed by Cllr Chapman, and AGREED, that the Clerk gets a quote for another weedkill. **Agreed**

Water tap has been fixed

b) Discussion regarding the Town Ground Allotment Plots and how these are to be rented out in the future (after September 2018)

Thought that land be rented out for a longer period of time, minimum requirement is for rents to be looked at and not to include drainage rates.

It was Proposed by Cllr Cade, and AGREED, that the rents have drainage rates added on to them. **Agreed**

It was Proposed by Cllr Few, and AGREED, that the current agreements continue to be used, with the addition of the drainage rates. **Agreed**

It was Proposed by Cllr Chapman, and AGREED, that the land be advertised for rent in the notice board, The Bugle and website. The current tenant to be notified of the changes **Agreed Clerk**

052/18-19 GDPR Update

Information & Data Protection Policy drawn up for agreement at 4th June 2018 PC Meeting. It was Proposed by Cllr Chapman, and AGREED, that this be adopted. **Agreed**

Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting. It was Proposed by Cllr Chapman, and AGREED, that this be adopted **Agreed**

Email Contact Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting, to include shortened version to be applied to all emails. It was Proposed by Cllr Chapman, and AGREED, that this be adopted **Agreed**

Councillors Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting to be looked at further **Clerk**

Purchase of Exclusive Rights Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting to be looked into the right to delete **Clerk**

Allotment Tenants Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting to be looked into the right to delete **Clerk**

Subject Access Request Form drawn up for agreement at 4th June 2018 PC Meeting. It was Proposed by Cllr Chapman, and AGREED, that this be adopted **Agreed**

Data Security Breach Reporting Form drawn up for agreement at 4th June 2018 PC Meeting. It was Proposed by Cllr Chapman, and AGREED, that this be adopted **Agreed**

053/18-19 Chairman and Councillors Training

To discuss and agree training requirements, to be placed on next agenda **Clerk**

Planning training is being arranged by FDC and an email will be sent to Clerk

054/18-19 Correspondence

- a) Rural Services Network, bulletin (emailed 08/05/18, 22/05/18, 29/05/18)
- b) FDC Press releases (emailed 04/05/18, 08/05/18, 22/05/18)
- c) War Memorials News (emailed 04/05/18)
- d) Cambs Acre News and Event Invitations for Local Council Clerks and Councillors (emailed 08/05/18)
- e) CPRE latest (emailed 08/05/18)
- f) Highway Events diary - May 2018 (emailed 08/05/18)
- g) Cambridgeshire Matters Newsletter May 2018 (emailed 22/05/18)
- h) Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 (emailed 22/05/18)
- i) New Policing Model Is Live 14/05/2018 (emailed 22/05/18)
- j) Roadworks & Events Bulletin 16th - 31st May 2018 (emailed 22/05/18)
- k) News From The Police And Crime Commissioner 10/05/2018 (emailed 22/05/18)
- l) CAPALC May Bulletin (emailed 29/05/18)
- m) DODDINGTON RD, BENWICK, ROAD CLOSURE 6th to 8th August 2018 (emailed 29/05/18)

055/18-19 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 2nd July 2018. Items to be included on Agenda should be with the Clerk by Monday 25th June 2018

Meeting Closed at:- 21.11

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2019	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	29/05/2018		
Approved by		Chair	
Date	04/06/2018		
Balance per bank statements as at	30/04/2018	£	£
Current Account		31266.41	
NS&I		20973.08	
			52,239.49
Less: Unpresented Cheques			
Cheque Number		84.00	
		674.33	
		130.00	
		17.00	
		310.04	
Add: Any unbanked cash in transit			1,215.37
Net bank balances as at			51,024.12
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		47,521.55	
Add: Receipts to date		6,494.34	
Less: Payments to date		2,991.77	
Closing Balance		51,024.12	
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	£3,133.66	E M TOTAL	£29,345.45
Allotments	£1,870.00		
General Reserve	£21,678.67		