

# BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 6<sup>th</sup> August 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs L Keppel-Spoor (Chair); R Emmitt; L Robinson; R Taylor; A Miscandlon (FDC); J Richardson (Clerk) and seven members of the public
- 078/18-19 Apologies for Absence** Cllrs M Chapman (Holiday); A Cade (Work); R Few (Work)
- 079/18-19 Declarations of Interest**  
None declared
- 080/18-19 PUBLIC TIME**  
Not happy with the state of the Cemetery, headstones are getting covered in grass when strimmed. Question asked why things have not improved over the last two years. Clerk to remind contractors that more care should be taken. **Clerk**  
Hedge at 1 Doddington Road needs to be cut back. Clerk to report. **Clerk**  
Bus service from Benwick to March, people have been told when arriving at March that there will not be any buses back, and elderly people have then had to get taxi's home. Clerk to request information from Stagecoach and CCC. **Clerk**  
Community cars are being used for visits to Doctors, at a cost to the individual. Clerk to place on next agenda **Clerk**  
New area in Cemetery is looking very smart. Chairman thanked everyone for their help.  
State of hedge around the water tap in the Cemetery was raised  
There is a car parked at top end of Skeifs Row almost permanently and is blocking the view for cars.  
The Parish Council were asked if they would donate a bottle of whiskey for the Benwick Ladies McMillan Coffee evening. Clerk to place on next agenda **Clerk**  
Public Time Closed at 19.46
- 081/18-19 Confirmation of Minutes**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 2<sup>nd</sup> July 2018 **Agreed**
- 082/18-19 Matters Arising**  
Hedges on High Street (cut back 11/07/18), Hedges at Floods Ferry Road junction (*The issue you raised with us is the responsibility of the landowner. We have therefore contacted them asking them to attend to the issue. We will continue to monitor the situation, and take action as appropriate*), Tree on Lilyholt Road reported 09/07/18 (*We are investigating your enquiry and will be visiting the site shortly*)
- 083/18-19 Ransonmoor Wind Farm Grants**  
Parish Council have nothing to submit to Ransonmoor Wind Farm grant process prior to 19<sup>th</sup> August 2018 deadline.
- 084/18-19 Dates of 2019 Parish Council Meetings**  
The dates circulated by the Clerk were Proposed by Cllr Keppel-Spoor, and AGREED. The Clerk to post in Notice Board and website **Agreed  
Clerk**
- 085/18-19 Police Matters**  
Police report discussed. It was felt that the report is omitting Benwick's issues. Clerk to feedback **Clerk**
- 086/18-19 County & District Councillors Reports**  
Cllr Miscandlon reported that Tivoli has had payments withheld for not complying with their contract. Under GDPR District Councillors will now be using their official email addresses
- 087/18-19 Councillors Training**  
To discuss and agree attendance at Councillor Training in Doddington on 4th, 18th and 25th October 2018.  
Cllrs, Keppel-Spoor, Taylor, Robinson and Emmitt are all to attend.  
Proposed by Keppel-Spoor that budget of £56.28 per person be **Agreed**

	authorised, and AGREED. Clerk to inform of attendees, once confirmed by Cllr Keppel-Spoor	<b>Clerk</b>																																	
<b>088/18-19</b>	<b>Street Lighting</b> Discussion took place regarding letter received from FDC re Street Lighting Maintenance and Power, and updated information following contact by Cllr Chapman. Clerk to request from FDC their budget details for street lighting for 2017-18 and 2018-2019, from Paul Medd Chief Executive. It was Proposed by Cllr Keppel-Spoor, and AGREED, that the response to FDC is:- Benwick Parish Council cannot accept the offer in its current form as it is unaffordable at the Parish level, as we have no budget to pay for it. We also ask for an updated offer that reflects the loss of concurrent function grant monies and recognises that village parishioners contribute to the funding of the towns lighting, with no additional burden falling on the town's parishioners. Clerk to send response It was Proposed by Cllr Robinson, and AGREED, that all street light faults are reported back to Parish Council meeting for approval, prior to reporting to FDC.	<b>Clerk</b> <b>Agreed</b> <b>Clerk</b> <b>Agreed</b> <b>Clerk</b>																																	
<b>089/18-19</b>	<b>Village Benches</b> a) Cemetery and Chapel Gardens (Benches x 3). Bench in Chapel Gardens installed, the two in Cemetery are to be installed ASAP. Cllr Keppel-Spoor will chase up b) War Memorial Bench. Bench delivered to Clerk's. Clerk has contacted the installer awaiting fitting date	<b>Cllr Keppel-Spoor</b> <b>Clerk</b>																																	
<b>090/18-19</b>	<b>The Pound</b> a) Quotes not yet received regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting.																																		
<b>091/18-19</b>	<b>Income &amp; Expenditure</b> a) It was Proposed by Cllr Robinson, and AGREED, that members consider and approve the following accounts for payment	<b>Agreed</b>																																	
	<table border="0"> <tr> <td>Tivoli</td> <td>Cemetery Maintenance</td> <td>£382.54</td> </tr> <tr> <td>CGM Landscapes</td> <td>Verge Cutting</td> <td>£44.48</td> </tr> <tr> <td>CGM Landscapes</td> <td>Allotment Weedkilling</td> <td>£144.00</td> </tr> <tr> <td>J Richardson</td> <td>Admin – 29/07/18</td> <td>£410.80</td> </tr> <tr> <td>J Richardson</td> <td>Reimbursement-Expenses</td> <td>£150.00</td> </tr> <tr> <td>L Keppel-Spoor</td> <td>Reimbursement-Expenses re Planting</td> <td>£29.00</td> </tr> <tr> <td>March West &amp; White Fen IDB</td> <td>Drainage Rates</td> <td>£114.25</td> </tr> <tr> <td>Middle Level Commissioners</td> <td>Drainage Rates</td> <td>£118.82</td> </tr> <tr> <td>Office Depot</td> <td>Office Supplies</td> <td>£69.92</td> </tr> <tr> <td>M Chapman</td> <td>Expenses Reimbursement (Cemetery)</td> <td>£220.00</td> </tr> <tr> <td></td> <td><b>TOTALS</b></td> <td><b>£1683.81</b></td> </tr> </table>	Tivoli	Cemetery Maintenance	£382.54	CGM Landscapes	Verge Cutting	£44.48	CGM Landscapes	Allotment Weedkilling	£144.00	J Richardson	Admin – 29/07/18	£410.80	J Richardson	Reimbursement-Expenses	£150.00	L Keppel-Spoor	Reimbursement-Expenses re Planting	£29.00	March West & White Fen IDB	Drainage Rates	£114.25	Middle Level Commissioners	Drainage Rates	£118.82	Office Depot	Office Supplies	£69.92	M Chapman	Expenses Reimbursement (Cemetery)	£220.00		<b>TOTALS</b>	<b>£1683.81</b>	
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	b) Clerks report on the July Bank Balances and reconciliation statement is at Appendix 1 c) Clerks report on Budget Performance to end June 2018 is at Appendix 2																																		
<b>092/18-19</b>	<b>Cemetery</b> a) To discuss and update on new children's burial area in the cemetery, and identify any further actions required. Cllr Few or Cllr Cade to be asked if bag of stone can be moved to areas where flagstones are. It was Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Taylor to look into using some of the spare stone on the old children's burial area, and if required completes the work b) Discussion on burial fees and regulations for 2018/19 onwards. To be placed on next agenda It was Proposed by Cllr Robinson, and AGREED, that the current request will be charged at £1 for purchase of plot and £1 for internment as recompense and recognition of the effort and help given	<b>Cllrs Few &amp; Cade</b> <b>Agreed</b> <b>Cllr Taylor</b> <b>Clerk</b> <b>Agreed</b>																																	
<b>093/18-19</b>	<b>Allotments</b> a) Weedkilling done on 23 <sup>rd</sup> July 2018, not sure if it worked. To be placed on next agenda b) It was Proposed by Cllr Keppel-Spoor, and AGREED, that the 3 acres of the Town Ground Allotment Plots is to be let to the farmer who is currently farming the land on the behalf of the late tenant. Clerk to write to confirm to Mr Caton	<b>Clerk</b> <b>Agreed</b> <b>Clerk</b>																																	

- 094/18-19 GDPR**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk sets up individual council email addresses for each Councillor. **Agreed Clerk**
- 095/18-19 Donations**  
To discuss and agree the request from MAGPAS for a donation.  
It was Proposed by Cllr Emmitt, and AGREED, that £30 be donated, to MAGPAS Air Ambulance, Clerk to include payment at next meeting. **Agreed Clerk**
- 096/18-19 Mooring**  
It was Proposed by Cllr Emmitt, and AGREED, that the Clerk looks into signage for Private Property, No Mooring, in relation to a boat moored on the river outside the cemetery, and provide update at next meeting. **Agreed Clerk**
- 097/18-19 Correspondence**  
a) Rural Services Network, bulletin (emailed 06/07/18, 13/07/18, 18/07/18, 29/07/18, 01/08/18)  
b) Highways Roadworks & Events Bulletin 1st - 15th July 2018 (emailed 02/07/18), Roadworks & Events Bulletin 16th - 31st July 2018 (emailed 13/07/18), Roadworks & Events Report 1-15 August 2018 (emailed 29/07/18)  
c) CPRE Campaigns (emailed 02/07/18, 09/07/18)  
d) Highway Events Diary (emailed 06/07/18)  
e) FDC Press Releases (emailed 13/07/18, 24/07/18, 29/07/18)  
f) IHMC Incident Report June 2018 (emailed 18/07/18)  
g) Cambridgeshire Matters Newsletter July 2018 (emailed 24/07/18)  
h) CAPALC E-Bulletin July 2018 (emailed 29/07/18)  
i) Fenland District Council Civic Reception Invite (emailed 29/07/18)  
j) Invitation to Cambridgeshire ACRE's Annual General Meeting 2018
- 098/18-19 Agenda Items/Next Meeting**  
The date of the next Parish Council Meeting will be Monday 3<sup>rd</sup> September 2018. Items to be included on Agenda should be with the Clerk by Monday 27<sup>th</sup> August 2018

Meeting Closed at:- 21.01

## Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2019	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	30/07/2018		
Approved by		Chair	
Date	06/08/2018		
<b>Balance per bank statements as at</b>	<b>30/07/2018</b>	<b>£</b>	<b>£</b>
Current Account		28303.83	
NS&I		20973.08	
			49,276.91
Less: Unpresented Cheques			
Cheque Number		50.00	
		24.15	
			74.15
Add: Any unbanked cash in transit			
<b>Net bank balances as at</b>			<b>49,202.76</b>
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		47,521.55	
Add: Receipts to date		8,249.06	
Less: Payments to date		6,567.85	
<b>Closing Balance</b>		<b>49,202.76</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		
Allotments	£1,646.17		
General Reserve	£20,081.14		
		<b>E M TOTAL</b>	<b>£29,121.62</b>

## Appendix 2

BENWICK PARISH COUNCIL						
		BUDGET	CURRENT	CURRENT	CURRENT	CURRENT
		2018-19	End JUNE 2018	End SEPT 2018	End DEC 2018	End MARCH 2019
<b>INCOME:</b>	<b>INCOME</b>					
Maintenance Grants:	Precept	11,037.00	£5,518.50			
Council Tax Support Grant	Council Tax Support Grant	424.00	£212.00			
	Concurrent	985.00	£485.00			
	Grass Cutting	703.88				
Rents:	Town	875.00	£250.00			
	September Gardens	0.00				
Recycling Credits		40.00	£36.84			
VAT Refund		250.00				
Burials		250.00	£477.00			
Bank Interest		75.00				
Windfarm Grant			£1,269.72			
<b>SUB TOTALS:</b>		<b>£14,639.88</b>	<b>£8,249.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
Sundries						
<b>TOTALS:</b>		<b>£14,639.88</b>	<b>£8,249.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
	<b>EXPENDITURE</b>					
Rates		400.00				
Room Hire		200.00	50.00			
Subscriptions:	NALC LCR Magazine	17.00	17.00			
	CAPALC	301.64	310.04			
	Cambs Acre	45.00				
	SLCC	78.00	84.00			
	Clerks & Councils Magazine	12.00				
Maintenance	Verges	700.82	116.80			
	Cemetery	3,150.00	728.64			
	Street Lights					
	Allotments					
Insurance		648.39	674.33			
Energy						
Professional Charges	Internal Auditor	120.00	130.00			
	External Auditor	100.00				
	ICO	35.00				
	Computer Security					
Sundries		200.00				
Telephone/Internet		150.00	15.80			
Post & Stationery		120.00	16.08			
Travel		50.00	47.70			
Clerk's annual office expenses		150.00				
Planting & Maintenance		75.00				
Training		200.00	35.00			
VAT Paid		250.00	476.88			
Wages/PAYE-NI		4,000.00	1,171.60			
<b>SUB TOTALS:</b>		<b>11,002.85</b>	<b>3,873.87</b>	-	-	-
Election		1,000.00				
Development Projects		2,000.00	1,523.17			
Tourism (Cycle Races)						
Local Highways Improvement						
Play Park						
WW1 Commemoration						
Xmas Decorations		150.00				
S137 Payment	British Legion Poppy Wreath	30.00				
Donations/Charity		200.00				
<b>TOTALS:</b>		<b>14,382.85</b>	<b>5,397.04</b>	-	-	-
Parish Plan						
Verge Planting						
Cemetery Extension						
Street Lighting						
The Pound						
War Memorial						
Mooring						
Allotments						
Play Park						
<b>TOTALS:</b>		<b>£14,382.85</b>	<b>£5,397.04</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>