

BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 3rd September 2018 in the Side 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; B Taylor; D Connor (CCC), J Richardson (Clerk) and five members of the public
- 099/18-19 Apologies for Absence**
A Miscandlon (FDC); R Butcher (FDC); L Robinson
- 100/18-19 Declarations of Interest**
Nothing to declare
- 101/18-19 PUBLIC TIME**
Noticed that dog excrement is getting bad again all around the village, especially on grass verges. Clerk to write to Benwick Bugle for an article to be put in. **Clerk**
Several hedges, and trees, are still overgrown despite being reported. **Clerk**
The post box on Doddington Road is leaning into the dyke, Clerk to report to Post Office. **Clerk**
Footpath bridge is in need of painting, Clerk to report to CCC **Clerk**
3 copies of Notice Board proposals were shown to the Parish Council, by Benwick In Bloom
Public Time closed at 7.38p.m
- 102/18-19 Confirmation of Minutes**
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 6th August 2018 **Agreed**
- 103/18-19 Matters Arising**
Hedge outside 1 Doddington Road overhanging footpath, reported to Highways (13/08/18)
- 104/18-19 Police Matters**
a) Police report discussed and highlighted the burglary of the Shop
b) Feedback from Police re their monthly report was discussed. The Parish Council to wait a few more months until PCSO's are in place
- 105/18-19 County & District Councillors Reports**
Cllr Connor reported that nothing much has happened in August.
- 106/18-19 CAPALC AGM 2018**
It was Proposed by Cllr Chapman, and AGREED, that he and Cllr Keppel-Spoor will hopefully attend CAPALC AGM to be held on 11th October 2018 at Cottenham. **Agreed**
Cllrs Chapman & Keppel-Spoor
- 107/18-19 Cambridgeshire Local Councils Conference 2018**
It was Proposed by Cllr Chapman, and AGREED, that he, hopefully will, attend Cambridgeshire Local Councils Conference at Marriott Hotel, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon, PE29 6FL on Friday 23 November 2018, 9.30am – 3.45pm **Agreed**
Cllr Chapman
- 108/18-19 Invitation - Cambridgeshire Local Councils Stakeholder Group Meeting**
It was Proposed by Cllr Chapman, and AGREED, that hopefully, Cllr Keppel-Spoor attend Cambridgeshire Local Councils Stakeholder Group Meeting and Peer Learning Event on Wednesday 12 September 2018, 6.00pm – 8.30pm at Horningsea Pavilion, Millennium Green, High Street, Horningsea, Cambridge, CB25 9JG **Agreed**
Cllr Keppel-Spoor
- 109/18-19 Tour of Cambridgeshire Cycling Event 2019**
Proposals received and discussed. The race organisers wish to make it a longer and more elite event. Still planned to come through Benwick, on 2nd June 2019.
Comments to be sent to the race organisers are:-
Toilets for the marshals, e.g hire village hall, and also cleaning the area up afterwards (e.g empty water bottles). Clerk to feedback **Clerk**
- 110/18-19 Traffic Management Training**
Attendance at traffic management training course discussed. Cllr Keppel-Spoor will ask if anyone would be interested in this. **Cllr Keppel-Spoor**
- 111/18-19 Street Lighting**
a) Street Lighting Maintenance and Power proposal from FDC discussed, it is felt that this proposal is fundamentally wrong.
It was Proposed by Cllr Chapman, and AGREED, that we are still in the same **Agreed**

	mind, and reject this offer and initially take advice from CAPALC for where we stand legally. Clerk to make contact with CAPALC																									
	b) It was Proposed by Cllr Chapman, and AGREED, that no action be taken re street light not working outside 1 Doddington Road	Clerk Agreed																								
112/18-19	Village Benches a) Cemetery and Chapel Gardens (Benches x 3) are now in place. End of project report and request for funding to be released, has been sent to Ransonmoor Environment Fund. Thanks given to parishioner who helped to install. b) War Memorial Bench has been received, meeting 4 th Sept with contractor to agree installation. It was Proposed by Cllr Chapman, and AGREED, that the Clerk request extension for final report to Burnthouse Wind Farm due to long lead in time for delivery of bench. Cllr Connor to discuss moving the rubbish bin with Bob Ollier(FDC)	Agreed Clerk Cllr Connor																								
113/18-19	The Pound a) 3 rd quote still awaited, full proposal to be put to next meeting regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting.	Cllr Emmitt																								
114/18-19	Income & Expenditure Rec'd £703.88 Grass Cutting Grant a) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment	Agreed																								
	<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>J Richardson</td> <td>Admin – 26/08/18</td> <td>£328.64</td> </tr> <tr> <td>J Richardson</td> <td>Reimbursement-Expenses</td> <td>£89.75</td> </tr> <tr> <td>Magpas</td> <td>Donation</td> <td>£30.00</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Audit Fee</td> <td>£240.00</td> </tr> <tr> <td>David Ogilvie Engineering Ltd</td> <td>War Memorial Bench</td> <td>£913.80</td> </tr> <tr> <td></td> <td>TOTALS</td> <td>£2029.21</td> </tr> </table>	Tivoli	Cemetery Maintenance	£382.54	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Admin – 26/08/18	£328.64	J Richardson	Reimbursement-Expenses	£89.75	Magpas	Donation	£30.00	PKF Littlejohn LLP	External Audit Fee	£240.00	David Ogilvie Engineering Ltd	War Memorial Bench	£913.80		TOTALS	£2029.21	
Tivoli	Cemetery Maintenance	£382.54																								
CGM Landscapes	Verge Cutting	£44.48																								
J Richardson	Admin – 26/08/18	£328.64																								
J Richardson	Reimbursement-Expenses	£89.75																								
Magpas	Donation	£30.00																								
PKF Littlejohn LLP	External Audit Fee	£240.00																								
David Ogilvie Engineering Ltd	War Memorial Bench	£913.80																								
	TOTALS	£2029.21																								
	b) Clerks report on the August Bank Balances and reconciliation statement is at Appendix 1																									
115/18-19	External Audit Report External Audit findings received and no comments have been made, posting of Notice of Conclusion of Audit will be placed in Notice Board, and on the web site	Clerk																								
116/18-19	Allotments a) September Gardens. It was Proposed by Cllr Chapman, and AGREED, that we accept Cllr Cade's offer to do some work on the allotments, and then Cllr Few to arrange to get the area mown and ploughed. It was Proposed by Cllr Chapman, and AGREED, that an extra £100 be authorised for flailing. Clerk to put another article in Bugle, for renting when ready for end of this year, and 6 half plots to be marked out for rental. Cllr Chapman to investigate marker posts for plots	Agreed Cllrs Cade & Few Agreed Clerk & Cllr Chapman Cllr Chapman																								
117/18-19	Access to Doctors The issue of parishioners having to use Community cars for visits to Doctors, at a cost to the individual was discussed. It was Proposed by Cllr Chapman, and AGREED, that the Clerk contacts FDC to ask them to advertise in Benwick bugle re Community Car scheme drivers	Agreed Clerk																								
118/18-19	Donations It was Proposed by Cllr Chapman, and AGREED, that up to £30 be given to Benwick Ladies to purchase a bottle of whiskey for their McMillan Coffee Evening raffle	Agreed Clerk																								
119/18-19	Cemetery a) Risk Assesment, regarding water levels and pollution was completed when the Cemetery Extension was done. It was Proposed by Cllr Chapman, and AGREED, as part of the ongoing work a risk assessment will be done to include thorough check of every grave and this is to be documented. b) It was Proposed by Cllr Chapman, and AGREED, that all new graves in extended area of the Cemetery, including the Children's area will face towards the river.	Agreed All Cllrs Agreed																								
120/18-19	Mooring It was Proposed by Cllr Chapman, and AGREED, that a laminated sign be	Agreed																								

- placed on the boat moored on the river outside the cemetery to include the fact that all the land in front of cemetery is the Parish Council's, and please remove this vessel by order of Benwick PC. **Clerk & Cllr Chapman**
- 121/18-19 Charles Arnold Baker (Local Council Administration)**
It was Proposed by Cllr Chapman, and AGREED, that the 11th Edition to be published in September 2018, be purchased at a cost of £103.99 + postage **Agreed Clerk**
- 122/18-19 Remembrance Day**
It was Proposed by Cllr Chapman, and AGREED, that a wreath be purchased for £30. A note to be made that the bench is there to commemorate the end of WW1 in the Remembrance service **Agreed Clerk**
- 123/18-19 Correspondence**
a) Rural Services Network, bulletin (emailed 10/08/18, 15/08/18, 26/08/18)
b) Roadworks & Events Report 16th - 31st August 2018 (emailed 15/08/18), 1st - 15th September 2018 (emailed 26/08/18)
c) Highway Events Diary (emailed 03/08/18)
d) FDC Tree Training Presentation (emailed 03/08/18)
e) CPRE Rural affordable housing (emailed 15/08/18), Fracking (emailed 26/08/18)
f) Drought Damage Road Programme Update (emailed 15/08/18)
g) CAPALC August 2018 Bulletin (emailed 16/08/18)
h) Parish and Town Council Round Table Invitation (emailed 19/08/18) Cllr Keppel-Spoor to attend. Top 3 issues are Street Lighting, Roads and Public Transport
i) Drought Damage Road Programme Update (emailed 19/08/18)
j) Highways Incident Report July 2018 (emailed 26/08/18)
k) Metal detecting request (emailed 26/08/18)
l) PAS Review Report (emailed 28/08/18)
- 124/18-19 Motion to exclude Press and Public**
It was Proposed by Cllr Chapman that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted that the Press and Public are excluded for the next item
- 125/18-19 Clerks Holiday**
Clerks holiday agreed and noted
- 126/18-19 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 1st October 2018. Items to be included on Agenda should be with the Clerk by Monday 24th September 2018

Meeting Closed at 21.02

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2019	
Benwick Parish Council					
Prepared by Jacquie Richardson (Clerk & RFO)					
Date	01/09/2018				
Approved by		Chair			
Date	03/09/2018				
Balance per bank statements as at 01/09/2018					
		£		£	
Current Account		27,522.90			
NS&I		20973.08			
				48,495.98	
Less: Unpresented Cheques					
Cheque Number		29.00			
		220.00			
		24.15			
				273.15	
Add: Any unbanked cash in transit					
				48,222.83	
Net bank balances as at 48,222.83					
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance		47,521.55			
Add: Receipts to date		8,952.94			
Less: Payments to date		8,251.66			
Closing Balance		48,222.83			
Earmarked Reserves:					
Parish Plan	£532.89				
Verge Planting	£127.23				
Cemetery Extension	£7,974.17				
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	£19,308.71				
		E M TOTAL		£28,914.12	