

BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 5th November 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs L Keppel-Spoor (Chair); R Few; A Cade; B Taylor; D Connor (CCC); J Richardson (Clerk) and two members of the public
- 153/18-19 Apologies for Absence** Cllrs M Chapman (Holiday); L Robinson; R Emmitt (Illness); A Miscandlon (FDC)
- 154/18-19 Declarations of Interest**
Councillors to declare any interests in respect of any item to be discussed at this meeting:-
None Declared
- 155/18-19 PUBLIC TIME**
Dog fouling is getting worse in the village again
Road at Cuckoo Corner on Whittlesey Road, signs are always getting knocked over, asked if there could there be road markings indicating the bend. Cllr Connor reported that the whole road is due for repair and road markings cannot be done at this time of year. Clerk to email Cllr Connor with details. **Clerk**
Pothole machine had broken down, and Cllr Connor has asked for prior notification of machine in an area so that potholes can be notified in advance.
- 156/18-19 Confirmation of Minutes**
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 1st October 2018 **Agreed**
- 157/18-19 Matters Arising**
Road damage on Ibbersons Drove reported to Highways 05/10/18. *Reply Rec'd (05/10/18) We are investigating your enquiry and will be visiting the site shortly.*
Benwick In Bloom request and details passed to Baptist's Cemetery representative (05/10/18). *Reply Rec'd Thank you Benwick Parish Council for your prompt response to our request in contacting those responsible for permission to place an information board inside the churchyard. We have been in contact with very pleasing results.*
Clerk has checked with Highways re the ownership of the footpath between Chapel Gardens and the High Street and as a result has reported the matter to Clarion Housing (05/11/18)
Highways and Skanska to be thanked for the tarmac round the bench **Clerk**
- 158/18-19 Police Matters**
- a) One reported theft of a vehicle in Benwick. No other matters of interest.
- 159/18-19 County & District Councillors Reports**
Cllr Connor reported that Kings Dyke crossing improvements have been passed. Street lights is still an ongoing issue
- 160/18-19 Benwick Christmas Lights**
It was Proposed by Keppel-Spoor, and AGREED, to allow Benwick Xmas Lights Committee to borrow the Parish Councils Christmas Tree stand and decorations. Clerk to inform **Agreed**
Clerk
- 161/18-19 Street Lighting**
a) To note and discuss letter received from FDC re Street Lighting Maintenance and Power, and updated information following contact by Cllr Chapman, and FDC response to email sent, and letter sent to CAPALC and agree actions and response. Letter sent to CAPALC, awaiting response, Clerk to chase up. It was Proposed by Cllr Keppel-Spoor, and AGREED, that liaison be undertaken with Cllr Hufton regarding the street lighting contractor used by Doddington and Wimblington. Clerk to set up a meeting with Cllrs Hufton, Keppel-Spoor and Chapman. **Clerk**
Agreed
Clerk
b) Discuss and agree actions re report of street light at Little London not working
c) Discuss and agree actions re report of street light on Old West not working
It was Proposed by Cllr Keppel-Spoor, and AGREED, the following statement regarding street lights not working be sent out, "Benwick Parish Council are negotiating with FDC and contractors with regard to the street light repairs, and are currently unable to repair any street lights in the village". **Agreed**
- 162/18-19 The Pound**
a) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting.

- Deferred until next month
- 163/18-19 Cemetery**
To discuss and agree request to have trees overhanging the Cremation Plots trimmed back
It was Proposed by Cllr Few, and AGREED, that Clerk looks into quote for tree pruning in Cemetery and hedging on allotments **Agreed Clerk**
- 164/18-19 Income & Expenditure**
Income Rec'd £1555.12 VAT refund
a) It was Proposed by Cllr Keppel-Spoor, and AGREED, that Members consider and approve the following accounts for payment **Agreed**
- | | | |
|----------------------|------------------------|----------------|
| Tivoli | Cemetery Maintenance | £382.54 |
| CGM Landscapes | Verge Cutting | £44.48 |
| J Richardson | Reimbursement-Expenses | £410.80 |
| SLCC Enterprises Ltd | CAB Book Purchase | £108.79 |
| ICO | Data Protection Fee DD | £35.00 |
| | TOTALS | £981.61 |
- b) Clerks report on the October Bank Balances and reconciliation statement is at Appendix 1
c) Clerks report on budget v performance to end Sept 2018 is at Appendix 2
- 165/18-19 Allotments**
a) Update on progress, at September Gardens, and discussion and agreement of further actions required, following weedkilling, to include ploughing, marking out of new plots, rental dates and allotment rents.
Metal marker posts should be in place shortly. Allotments to be rented out from end Nov 2018 at a rate of £5 per half plot up to April 2019. It was Proposed by Cllr Few, and AGREED, that allotment plots be let from the Whittlesey Road end first. **Clerk Agreed**
- 166/18-19 Local Highways Improvements 2018/19**
Update given re costs and works, and cost to Benwick PC will be 10% of the scheme and Highways are commencing the pre work for the installation of the gateways. Cllr Connor was thanked for his help regarding the costs of this scheme
- 167/18-19 Draft Cambridgeshire Statement of Community Involvement**
To discuss and agree any comments in relation to the draft Statement of Community Involvement that has been prepared by Cambridgeshire County Council.
It was Proposed by Cllr Keppel-Spoor, and AGREED, that no comments are to be made **Agreed**
- 168/18-19 Green Dog Walkers Campaign**
To discuss and agree actions required to support the Green Dog Walkers Campaign. It was Proposed by Cllr Keppel-Spoor, and AGREED, that she will look into this further and Clerk to put on next months agenda **Cllr Keppel-Spoor Agreed Clerk**
- 169/18-19 Correspondence**
a) Rural Services Network, bulletin (emailed 05/10/18, 10/10/18, 17/10/18, 31/10/18)
b) Highway Events Diary – October 2018 (emailed 08/10/18)
c) Roadworks & Events Bulletin 1st - 15th October (emailed 01/10/18), 16th - 31st October (emailed 12/10/18), Roadworks & Events bulletin 1st - 15th November 2018 (emailed 31/10/18)
d) FDC Press releases (emailed 01/10/18, 05/10/18, 17/10/18, 19/10/18)
e) Parish Council Energy Scheme Opportunity (emailed 01/10/18)
f) IHMC Incident Report September 2018 (emailed 05/10/18)
g) CPRE: Green Belt: more broken promises (emailed 08/10/18)
h) CCC: Benwick Primary School, High Street, Benwick. PE15 0XA (emailed 08/10/18)
i) News From The Police And Crime Commissioner (emailed 31/10/18)
j) CAPALC Bulletin - October 2018 (emailed 31/10/18)
k) NALC Bulletin (emailed 31/10/18)
- 170/18-19 Agenda Items/Next Meeting**
The date of the next Parish Council Meeting will be Monday 3rd December 2018.
Items to be included on Agenda should be with the Clerk by Monday 26th November 2018

Meeting Closed at:- 20.35

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2019	
Benwick Parish Council					
Prepared by Jacquie Richardson (Clerk & RFO)					
Date	31/10/2018				
Approved by		Chair			
Date	05/11/2018				
Balance per bank statements as at	31/10/2018			£	£
Current Account				32,535.18	
NS&I				20,973.08	
					53,508.26
Less: Unpresented Cheques					
Cheque Number					
					0.00
Add: Any unbanked cash in transit					
Net bank balances as at					53,508.26
The net balances reconcile to the Cash Book, as follows:-					
Opening Balance				47,521.55	
Add: Receipts to date				17,706.70	
Less: Payments to date				11,719.99	
Closing Balance				53,508.26	
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	£24,594.14				
		E M TOTAL		£28,914.12	

Appendix 2

BENWICK PARISH COUNCIL					
	ACTUAL SPEND	ACTUAL SPEND	Agreed Budget		Year to date
	2016-17	2017-18	2018-19		2018-19
INCOME:					
Maintenance Grants:	£10,715.00	£10,715.00	11,037.00	Precept	£11,037.00
Council Tax Support Grant	£1,272.00	£848.00	424.00	Council Tax Support Grant	£424.00
	£985.00	£985.00	985.00	Concurrent	£485.00
	£703.88	£703.88	703.88	Grass Cutting	£703.88
Rents:	£875.00	£875.00	875.00	Town	£250.00
	£155.00		0.00	September Gardens	
Recycling Credits	£39.07	£0.00	40.00		£36.84
VAT Refund	£234.67	£3,989.37	250.00		
Burials	£294.75	£80.75	250.00		£479.00
Bank Interest	£124.67	£98.37	75.00		
Rates Refund	£77.12	£6,000.00		Windfarm Grant	£2,423.86
SUB TOTALS:	£15,476.16	£24,295.37	£14,639.88		£15,839.58
Sundries	£0.00				
	£0.00				
TOTALS:	£15,476.16	£24,295.37	£14,639.88		£15,839.58
Rates	£475.79	423.07	400.00		233.07
Room Hire	161.25	165.00	200.00		50.00
Subscriptions:	17.00	17.00	17.00	NALC LCR Magazine	17.00
	294.41	301.64	301.64	CAPALC	310.04
	45.00	46.25	45.00	Cambs Acre	
	88.00	78.00	78.00	SLCC	84.00
	12.00	12.00	12.00	Clerks & Councils Magazine	
Maintenance	700.74	700.80	700.82	Verges	243.74
	3,465.00	1,805.70	3,150.00	Cemetery	1,684.98
				Street Lights	
				Allotments	
Insurance	621.49	648.39	648.39		674.33
Energy					
Professional Charges	120.00	120.00	120.00	Internal Auditor	130.00
	100.00	100.00	100.00	External Auditor	200.00
	35.00	35.00	35.00	ICO	
				Computer Security	
Sundries	195.00	129.12	200.00		24.15
Telephone/Internet	79.42	95.45	150.00		35.30
Post & Stationery	199.32	181.72	120.00		154.50
Travel	34.65	39.60	50.00		58.50
Clerk's annual office expenses	150.00	150.00	150.00		150.00
Planting & Maintenance	-	-	75.00		24.17
Training	218.50	79.00	200.00		35.00
VAT Paid	312.46	4,260.39	250.00		1,021.26
Wages/PAYE-NI	3,218.31	3,827.24	4,000.00		2,309.00
SUB TOTALS:	10,543.34	13,215.37	11,002.85		7,439.04
Election		-	1,000.00		
Development Projects		-	2,000.00		2,284.67
Tourism (Cycle Races)					
Local Highways Improvement					
Play Park					
WW1 Commemoration					
Xmas Decorations		-	150.00		
S137 Payment	30.00	30.00	30.00	British Legion Poppy Wreath	
Donations/Charity	200.00	130.00	200.00		30.00
TOTALS:	10,773.34	13,375.37	14,382.85		9,753.71
Parish Plan					
Verge Planting					
Cemetery Extension		14,200.00			183.33
Street Lighting					
The Pound					
War Memorial					
Mooring	303.22	563.12			
Allotments		630.00			343.83
Play Park		3,000.00			
TOTALS:	11,076.56	£31,768.49	£14,382.85		£10,280.87