

# BENWICK PARISH COUNCIL

## Minutes of a Meeting of the Benwick Parish Council on Monday 3<sup>rd</sup> December 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; R Emmitt; A Cade; L Robinson; B Taylor; A Miscandlon (FDC); J Richardson (Clerk) and five members of the public
- 171/18-19** **Apologies for Absence**  
Cllrs D Connor (CCC); R Butcher (FDC);
- 172/18-19** **Declarations of Interest**  
**Councillors to declare any interests in respect of any item to be discussed at this meeting:-**  
Non-Pecuniary Interest Cllr M Chapman Item 185-18-19
- 173/18-19** **PUBLIC TIME**  
Drains have still not been cleared out and the corner near the shop flooded recently. Clerk to report to Highways. **Clerk**  
Hedge along the footpath at 1 Doddington Road overhanging. Clerk to report to Highways **Clerk**  
30mph limit change re Local Highways Improvement Bid was explained  
Parking of cars at far end of Doddington Road was raised, it was stated that they are not parked illegally  
Cllr Miscandlon left the room  
Architect spoke to Parish Council regarding building on the site on Doddington Road (No15-No17). Consultation has been done and Outline Planning had been submitted for up to 15 houses, this was refused by FDC. Came to talk to Parish Council to ask if a solution could be found that the Parish Council will support. Clients finding site very difficult to manage. It was raised that parking is a problem in Heron Way and would not like this duplicated, and sewage removal needs to be looked into.  
Cllr Miscandlon returned to the room  
Public Time Closed at 19.58
- 174/18-19** **Confirmation of Minutes**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 5<sup>th</sup> November 2018 **Agreed**
- 175/18-19** **Matters Arising**  
Footpath between Chapel Gardens and High Street reported to Clarion Housing (05/11/18), "*Clarion attending 20/11/18 to repair*"  
Condition of road outside 42 Ramsey Road reported to Highways (07/11/18), response from CCC "*works will be carried out to rectify the issue you raised with us, but could take up to 3 months*"
- 176/18-19** **Police Matters**  
a) No police report received
- 177/18-19** **County & District Councillors Reports**  
Cllr Miscandlon nothing to report  
Clerk to report the lack of white lines on road between Benwick and Doddington to Highways and Cllr Connor **Clerk**
- 178/18-19** **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, letter sent to CAPALC and response, and liaison meeting, and agree actions and response.  
Response received from NALC, legal advice was noted  
a) Report on exploratory meeting held with Doddington Parish Council and Clerk's notes circulated.  
Parish Council discussed the way forward, it was Proposed by Cllr Chapman, and AGREED, that Electrical Testing be asked to survey the lights in Benwick with a view to creating a scheme alongside other Parish Councils. Clerk to commence discussions with Doddington Parish Council re costings etc.  
It was Proposed by Cllr Chapman, and AGREED, that he set up a meeting with Executives in FDC to commence discussions re Concurrent Functions Grant. **Agreed Clerk**
- 179/18-19** **Benwick In Bloom**  
To discuss and agree a request to borrow Parish Council Christmas tree lights for a tree outside the shop. It was Proposed by Cllr Chapman, and AGREED, that they **Agreed**

180/18-19	<p>can be used but Benwick In Bloom need to provide the batteries. Clerk to inform</p> <p><b>Clerks &amp; Councils Direct Magazine</b></p> <p>To discuss and agree the subscription renewal for 2019 at a cost of £12. It was Proposed by Cllr Chapman, and AGREED, that this be done</p>	Clerk																		
181/18-19	<p><b>The Pound</b></p> <p>a) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December 2018 meeting. Nothing to report</p>	Agreed																		
182/18-19	<p><b>Cemetery</b></p> <p>To update on quotes for pruning of trees overhanging the Cremation Plots and allotment hedging. Quotes requested from five companies and only two returned. Questions raised were in relation to the owning of the trees, and permission for entry from owner of land next door. It was decided to leave till January in order to get more quotes in</p>																			
183/18-19	<p><b>Income &amp; Expenditure</b></p> <p>a) It was Proposed by Cllr Chapman, and AGREED, that members considered and approved the following accounts for payment</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Tivoli</td> <td style="width: 40%;">Cemetery Maintenance</td> <td style="width: 30%; text-align: right;">£382.54</td> </tr> <tr> <td>CGM Landscapes</td> <td>Verge Cutting</td> <td style="text-align: right;">£44.48</td> </tr> <tr> <td>J Richardson</td> <td>Salary</td> <td style="text-align: right;">£328.64</td> </tr> <tr> <td>CommuniCorp</td> <td>Clerks &amp; Council Direct Magazine</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>Doddington Parish Council</td> <td>Councillors Training</td> <td style="text-align: right;">£262.44</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTALS</b></td> <td style="text-align: right;"><b>£1030.10</b></td> </tr> </table> <p>b) Clerks report on the November Bank Balances and reconciliation statement is at Appendix 1</p> <p>c) To discuss and agree budget setting process and Precept for 2019/20. Working party to be set up consisting of Cllrs Emmitt, Chapman, Keppel-Spoor, Robinson, and Taylor for Thursday 20<sup>th</sup> December 2018 at 19.00. Clerk to arrange</p>	Tivoli	Cemetery Maintenance	£382.54	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Salary	£328.64	CommuniCorp	Clerks & Council Direct Magazine	£12.00	Doddington Parish Council	Councillors Training	£262.44	<b>TOTALS</b>		<b>£1030.10</b>	Agreed
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184/18-19	<p><b>Planning Application</b></p> <p>Cllr Miscandlon took no part in the next item</p> <p>a) F/YR18/0986/F Erection of a 2-storey 3-bed dwelling with integral garage and 1.2 metre high looped top railing to front boundary. Site Of Former Benwick Methodist Church High Street Benwick Cambridgeshire</p> <p>Parish Council discussed this matter, it was Proposed by Cllr Chapman, and AGREED, that Benwick Parish Council have some concerns regarding the impact on the neighbouring properties regarding overlooking and ask that due consideration be given to the privacy of the neighbours, no other observations were made. Clerk to inform FDC</p> <p>b) F/YR18/1040/F Formation of new access in association with existing agricultural workshop. Land North West Of Neneside Accessed From Whittlesey Road Benwick Cambridgeshire</p> <p>Parish Council discussed this matter, it was Proposed by Cllr Chapman, and AGREED, that Benwick Parish Council believes that this application is to find a way around the previous application to develop houses, also the buildings are not redundant. Supporting documentation points towards an aim to convert the agricultural buildings to housing and the Parish Council are firmly against any development in this greenbelt agricultural land when there are sufficient undeveloped brown field sites within the village. Wish to highlight the clear conflict between the supporting documentation. The Parish Council would like to draw attention to the fact that on a previous planning application Highways stated that the current access is adequate for the purpose of agricultural use. Clerk to inform FDC</p> <p>c) F/YR18/1038/F Formation of static caravan pitches for the siting of 8no mobile homes with balcony involving the demolition of existing buildings and the removal of existing hardstanding. Crazy Acres Chase Road Benwick March Cambridgeshire PE15 0XS</p> <p>It was Proposed by Cllr Chapman, and AGREED, that Benwick Parish Council object to this planning application on the grounds of : - In 2009 when the current planning permission was approved the officer's report states "In approving this site, there will be no precedent site as each site is determined on its own merit. This site is small in scale in nature on the fringe of Benwick and any further caravans on this site would not find favour with Highways nor respect the character of the area. In</p>	Clerk  Agreed  Clerk  Agreed  Clerk  Agreed																		

	2009 the Planning Decision notice states that no more than 2 touring caravans should be stationed within the area and to ensure Highway Safety. The Parish Council believes that both of these statements should still apply and also the latest evidence shows that there is no need for Fenland District Council to identify any new pitches for Gypsy and Travellers. Clerk to inform FDC	<b>Clerk</b>
<b>185/18-19</b>	<b>Benwick Primary School</b> To discuss and agree changes to village hall lease and trust deed in relation to the school conversion to an Academy status It was Proposed by Cllr Chapman, and AGREED, that Benwick Parish Council has no objection to the existing arrangements being retained, but if any documentation re change of name etc is needed the Parish Council is not prepared to pay for this. Clerk to inform	<b>Agreed</b>  <b>Clerk</b>
<b>186/18-19</b>	<b>Allotments</b> 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 (6 x ½ plots interested in) The marker posts are ready and once a decent day of weather then posts will be put in and then allotments rented out.	
<b>187/18-19</b>	<b>Local Highways Improvements 2018/19</b> To update on current situation, and discuss and agree the changes to the 30mph on Doddington Road. It was Proposed by Cllr Chapman, and AGREED, that the Parish Council approve the changes proposed. Clerk to inform Highways	<b>Agreed</b> <b>Clerk</b>
<b>188/18-19</b>	<b>Bikeability cycle training in schools</b> To discuss and agree the request towards funding of Bikeability training. It was Proposed by Cllr Chapman, and AGREED, that no funding be given. Clerk to inform	<b>Agreed</b> <b>Clerk</b>
<b>189/18-19</b>	<b>Green Dog Walkers Campaign</b> To discuss and agree actions required to support the Green Dog Walkers Campaign following investigation of the scheme by Cllr Keppel-Spoor Cllr Miscandlon to send extra details of the scheme to Cllr Chapman	<b>Cllr Miscandlon</b>
<b>190/18-19</b>	<b>Bus Stops</b> To discuss and agree bus stop requirements in the village People in the village have been told that the Stagecoach bus will no longer be stopping on Lilyholt Road. It was Proposed by Cllr Chapman, and AGREED, to approach Stagecoach and get this in writing that the bus will no longer be stopping on Lilyholt Road. Once this has been received, if correct, then email CCC to try to get the bus stop on Lilyholt Road designated. Clerk to do this work	<b>Agreed</b>  <b>Clerk</b>
<b>191/18-19</b>	<b>Gritting</b> To discuss and agree actions regarding footpath gritting. It was Proposed by Cllr Chapman, and AGREED, that the offer of footpath gritting machine be accepted	<b>Agreed</b> <b>Cllr Chapman</b>
<b>192/18-19</b>	<b>Correspondence</b> a) Rural Services Network, bulletin (emailed 07/11/18, 13/11/18, 21/11/18, 27/11/18)) b) Cambridgeshire Local Councils Stakeholder Group - Input to Cambridgeshire Insight (emailed 05/11/18) c) Whittlesey Area - Transport Strategy Fenland Town and Parish Council Discussion (emailed 05/11/18, 23/11/18) d) Fenland District Council Press Releases (emailed 07/11/18) e) Highway Events Diary - November 2018 (emailed 07/11/18) f) NALC Chief Executive Bulletin - 2/11/18 (emailed 07/11/18), Chief Executive Bulletin - 16/11/18 (emailed 21/11/18), Chief Executive Bulletin - 23/11/18 (emailed 27/11/18) g) Care Network Cambridgeshire funding proposal (emailed 12/11/18) h) Your Chance To Influence Policing In The County (emailed 12/11/18) i) IHMC Incident Report October 2018 (emailed 12/11/18) j) Price freeze for garden waste service (emailed 12/11/18) k) Active Fenland (emailed 12/11/18) l) Roadworks & Events Report 16th - 30th November 2018 (emailed 13/11/18) m) Cambridgeshire Matters - November 2018 (emailed 17/11/18) n) Green Clean 2018 (emailed 21/11/18) o) CAPALC E-Bulletin November 2018 (emailed 23/11/18)	
<b>193/18-19</b>	<b>Motion to exclude Press and Public</b>	

**194/18-19 Clerks Appraisal**  
Clerks Appraisal for 2017/18 was approved. Clerks salary to increase to SP21, backdated to 8<sup>th</sup> May 2018

**195/18-19 Clerks Job Description**  
To discuss and agree the changes to Clerks Job Description following the introduction of GDPR  
It was Proposed by Cllr Chapman, and AGREED, that the Clerks general responsibilities be updated to include "act as Data Processor under GDPR regulations". Clerk to change

**Agreed**

**Clerk**

**196/18-19 Agenda Items/Next Meeting**  
The date of the next Parish Council Meeting will be Monday 7<sup>th</sup> January 2019. Items to be included on Agenda should be with the Clerk by Monday 31<sup>st</sup> December 2018

Meeting Closed at :- 21.40

## Appendix 1

<b>Bank Reconciliation</b>				<b>Financial Year ending 31 March 2019</b>	
Benwick Parish Council					
Prepared by Jacquie Richardson (Clerk & RFO)					
Date	01/12/2018				
Approved by		Chair			
Date	03/12/2018				
<b>Balance per bank statements as at</b>	<b>01/12/2018</b>			<b>£</b>	<b>£</b>
Current Account				31,588.57	
NS&I				20,973.08	
					52,561.65
Less: Unpresented Cheques					
Cheque Number			35.00		
					35.00
Add: Any unbanked cash in transit					
<b>Net bank balances as at</b>					<b>52,526.65</b>
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				12,701.60	
<b>Closing Balance</b>				<b>52,526.65</b>	
<b>Earmarked Reserves:</b>					
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	<b>E M TOTAL</b>		<b>£28,914.12</b>	
Allotments	£1,646.17				
General Reserve	£23,612.53				