

# BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 7<sup>th</sup> January in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present:-** Cllrs; L Keppel-Spoor(Chair); R Emmitt; A Cade; L Robinson; B Taylor; D Connor (CCC); A Miscandlon (FDC); Clerk J Richardson, and six members of the public
- 197/18-19 Apologies for Absence** Cllrs R Few; M Chapman; R Butcher (FDC);
- 198/18-19 Declarations of Interest**  
**Councillors to declare any interests in respect of any item to be discussed at this meeting:-**  
Nothing declared
- 199/18-19 PUBLIC TIME**  
Container still on agenda and Benwick In Bloom are still in objection to this, they believe that the Pound is of historic value to the village.  
Information Boards to be placed on The Pound are currently being made.  
Dog fouling increased over the Xmas period, on the footpaths in the village (Clerk to get an entry in the Bugle) Cllrs Connor and Miscandlon will raise with StreetPride. **Clerk**  
Asked if the PC would congratulate the Xmas lights team for the first Xmas lights in the village, which they did.  
Public Time closed at 19.35
- 200/18-19 Confirmation of Minutes**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, to sign and approve the Minutes of the Meeting held on 3<sup>rd</sup> December 2018 **Agreed**
- 201/18-19 Matters Arising**  
Issue of bus stop on Lilyholt Road discussed with Stagecoach and CCC. Confirmation of requirement sent to CCC 14/12/18 and bus stop implemented on 17/12/18, sign also now installed.  
Blocked Gullies in the village reported to Highways and reply is *"I will ask for Benwick to be visited by our Gully Sucker but that may not be until the new year. If you have any details of gullies that in the meantime are causing water ingress onto or into property I can have those attended to as ad-hoc visits"*  
The hedge along the footpath outside 1 Doddington Road overhanging reported to Highways and reply is *"I will send a letter asap"*  
Road between Benwick and Doddington obscured white lines reported to Highways and reply is *"That is a fair point and I will ask for a refresh – again this will be in the fairer weather due to the complexities of the mechanics of Lining / Weather etc!"*
- 202/18-19 Police Matters**  
Police report for November 2018 was received and nothing to note for Benwick
- 203/18-19 County & District Councillors Reports**  
Very little happened over Xmas, next meeting will be to discuss Council Tax at FDC & CCC.  
Police & Crime Commissioner meeting on 10<sup>th</sup> Jan when their precept amount will be discussed and agreed.  
Work being done on better signage of Road Closures, which will also include better consultation with affected residents
- 204/18-19 Street Lighting**  
a) Street Lighting contract and also Concurrent Functions Grant from FDC discussed and it was Proposed by Cllr Keppel-Spoor, and AGREED, that the Clerk contact Electrical Testing and ask them to do survey with a budget of up to £450 **Agreed Clerk**
- 205/18-19 Contingency Planning**  
It was Proposed by Cllr Keppel-Spoor, and AGREED, that on Proclamation Day, of a death of a Head of State, the flag be flown at half mast, the day following the death of the Queen, when the new Sovereign is proclaimed the flag will be raised to full mast and flown throughout the day at full mast. However the next day the flag will return to half mast, and stay like that until the day following the funeral. Clerk to action **Agreed Clerk**
- 206/18-19 Benwick In Bloom**  
Cllr Emmitt entered the meeting. It was Proposed by Cllr Cade, and AGREED, that the flags be flown, from the flagpole, within the guidelines, and dependent upon availability, Clerk to draw up a calendar and action. **Agreed Clerk**

<b>207/18-19</b>	<b>Cambridgeshire Acre</b> It was Proposed by Cllr Keppel-Spoor, and AGREED, that the membership of Cambridgeshire Acre for 2019 at a cost of £57 be renewed. Clerk to action	<b>Agreed Clerk</b>															
<b>208/18-19</b>	<b>The Pound</b> 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. No further work done																
<b>209/18-19</b>	<b>Cemetery</b> The quotes for pruning of trees overhanging the Cremation Plots were discussed and it was Proposed by Cllr Cade, and AGREED, that Tivoli be given the contract at a cost of £480.00 +VAT. Clerk to action	<b>Agreed Clerk</b>															
<b>210/18-19</b>	<b>Income &amp; Expenditure</b> a) £500 rec'd 2 <sup>nd</sup> Function Grant Payment b) It was Proposed by Cllr Keppel-Spoor, and AGREED that members consider and approve the following accounts for payment	<b>Agreed</b>															
	<table border="0" style="width: 100%;"> <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;">£515.97</td> </tr> <tr> <td>J Richardson</td> <td>Expenses reimbursement</td> <td style="text-align: right;">£24.61</td> </tr> <tr> <td>Cambridgeshire Acre</td> <td>Renewal</td> <td style="text-align: right;">£57.00</td> </tr> <tr> <td></td> <td><b>TOTALS</b></td> <td style="text-align: right;"><b>£642.06</b></td> </tr> </table>	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Salary	£515.97	J Richardson	Expenses reimbursement	£24.61	Cambridgeshire Acre	Renewal	£57.00		<b>TOTALS</b>	<b>£642.06</b>	
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	b) Clerks report on the December Bank Balances and reconciliation statement is at Appendix 1 c) Clerks report on Budget v Performance up to end Dec 2018 is at Appendix 2 d) It was Proposed by Cllr Cade, and AGREED, that the budget is agreed and the precept for 2019/20 be set at £12,852.00, however, if Cllr Chapman negotiates an increase in the Concurrent Functions Grant this will be offset against this amount. Clerk to action	<b>Agreed Cllr Chapman Clerk</b>															
<b>211/18-19</b>	<b>Planning</b> <b>Refused</b> 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																
<b>212/18-19</b>	<b>Allotments</b> a) Update on progress, at September Gardens, and discussion and agreement of further actions required, following weedkilling, to include marking out of new plots, rental dates and allotment rents. Ongoing, awaiting marking out of plots	<b>Cllrs Chapman &amp; Few</b>															
<b>213/18-19</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. This scheme is voluntary, Clerk to send to Bugle	<b>Clerk</b>															
<b>214/18-19</b>	<b>GDPR</b> Clerks report on current situation of protection and security of data was discussed. It was Proposed by Cllr Cade, and AGREED, that the Clerk research the online alternatives further	<b>Agreed Clerk</b>															
<b>215/18-19</b>	<b>Correspondence</b> a) Rural Services Network, bulletin (emailed 05/12/18, 11/12/18, 18/12/18) b) Highway Events Diary - December 2018 (emailed 03/12/18) c) NALC Funding & Grants Bulletin (emailed 03/12/18) d) Roadworks & Events Bulletin 1st - 15th December 2018 (emailed 03/12/18), Roadworks & Events Bulletin 16th - 31st December 2018 (emailed 14/12/18), Roadworks & events bulletin 1 <sup>st</sup> -15 <sup>th</sup> Jan 2019 (emailed 31/12/18) e) NALC Chief Executive Bulletin - 30/11/18 (emailed 05/12/18), NALC Chief Executive Bulletin 07/12/18 (emailed 14/12/18), NALC Chief Executive Bulletin - 14/12/18 (emailed 18/12/18) f) Highways Incident Report November 2018 (emailed 14/12/18) g) CAPALC Bulletin December 2018 (emailed 14/12/18) h) CAPALC 2018 AGM Minutes & Members Letter (emailed 14/12/18) i) FDC Press releases (emailed 18/12/18, 20/12/18) j) News From The Police And Crime Commissioner 24/12/2018 (emailed 31/12/18)																
<b>216/18-19</b>	<b>Agenda Items/Next Meeting</b> The date of the next Parish Council Meeting will be Monday 4 <sup>th</sup> February 2019. Items to be included on Agenda should be with the Clerk by Monday 28 <sup>th</sup> January 2019 Meeting Closed at:- 20.22p.m																

## Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2019	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/12/2018		
Approved by		Chair	
Date	07/01/2019		
<b>Balance per bank statements as at</b>	<b>31/12/2018</b>	<b>£</b>	<b>£</b>
Current Account		31,212.47	
NS&I		20,973.08	
			52,185.55
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
<b>Net bank balances as at</b>			<b>52,185.55</b>
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		47,521.55	
Add: Receipts to date		18,395.70	
Less: Payments to date		13,731.70	
<b>Closing Balance</b>		<b>52,185.55</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		
Allotments	£1,646.17		
General Reserve	£23,271.43		
		<b>E M TOTAL</b>	<b>£28,914.12</b>

## Appendix 2

### BENWICK PARISH COUNCIL

	Agreed Budget		Year to date
	2018-19		2018-19
<b>INCOME:</b>			
Maintenance Grants:	11,037.00	Precept	£11,037.00
Council Tax Support Grant	424.00	Council Tax Support Grant	£424.00
	985.00	Concurrent	£985.00
	703.88	Grass Cutting	£703.88
Rents:	875.00	Town	£500.00
	0.00	September Gardens	
Recycling Credits	40.00		£36.84
VAT Refund	250.00		£1,555.12
Burials	250.00		£730.00
Bank Interest	75.00		
Rates Refund		Windfarm Grant	£2,423.86
<b>SUB TOTALS:</b>	<b>£14,639.88</b>		<b>£18,395.70</b>
Sundries			
<b>TOTALS:</b>	<b>£14,639.88</b>		<b>£18,395.70</b>
Rates	400.00		233.07

Room Hire	200.00		112.50
Subscriptions:	17.00	NALC LCR Magazine	17.00
	301.64	CAPALC	310.04
	45.00	Cambs Acre	
	78.00	SLCC	84.00
	12.00	Clerks & Councils Magazine	12.00
Maintenance	700.82	Verges	354.95
	3,150.00	Cemetery	2,641.32
		Street Lights	
		Allotments	
Insurance	648.39		674.33
Energy			
Professional Charges	120.00	Internal Auditor	130.00
	100.00	External Auditor	200.00
	35.00	ICO	35.00
		Computer Security	25.00
Sundries	200.00		24.15
Telephone/Internet	150.00		58.40
Post & Stationery	120.00		262.49
Travel	50.00		58.50
Clerk's annual office expenses	150.00		150.00
Planting & Maintenance	75.00		24.17
Training	200.00		297.44
VAT Paid	250.00		1,320.19
Wages/PAYE-NI	4,000.00		3,405.32
<b>SUB TOTALS:</b>	11,002.85		10,429.87
Election	1,000.00		
Development Projects	2,000.00		2,684.67
Tourism (Cycle Races)			
Local Highways Improvement			
Play Park			
WW1 Commemoration			
Xmas Decorations	150.00		
S137 Payment	30.00	British Legion Poppy Wreath	30.00
Donations/Charity	200.00		60.00
<b>TOTALS:</b>	14,382.85		13,204.54
Parish Plan			
Verge Planting			
Cemetery Extension			183.33
Street Lighting			
The Pound			
War Memorial			
Mooring			
Allotments			343.83
Play Park			
<b>TOTALS:</b>	£14,382.85		£13,731.70