



# BENWICK PARISH COUNCIL

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Clerk: Mr. R ROBINSON

To Members of the Council

30<sup>th</sup> June 2021

You are hereby summoned to attend an online meeting of Benwick Parish Council for the purpose of transacting the following business.

On Monday 5<sup>th</sup> July 2021 at 7.30 p.m.

This will be at the village hall (Church Annex) in Benwick.  
Members of the public and press are welcome to attend.

Please do NOT attend if you or a close contact has or has recently had a cough, high temperature or loss of sense of taste or smell or a positive COVID test result. Please bring a face covering. You will be able to remove it to address the council should they have difficulty hearing you. Temperatures will be taken before entering the meeting. Social distancing will be adhered to within the meeting hall. These measures are in compliance with health and safety legislation and government guidelines on COVID.

Yours truly

Mr R Robinson  
Clerk/Proper Officer

## AGENDA

All Members are reminded that they need to declare any pecuniary and non-pecuniary interests before an item is discussed at this meeting under the Localism Act 2011.

A resolution 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 must be proposed if any item should be discussed in Committee.

**PLEASE NOTE ALL MEETINGS WILL BE RECORDED FOR THE PURPOSE OF ASSISTANCE OF MINUTE TAKING ONLY.**

026/21-22	<b>Apologies for Absence</b>	
027/21-22	<b>Declarations of Interest</b> <b>Councillors to declare any interests in respect of any item to be discussed at this meeting:-</b> a) Disclosable Pecuniary Interest b) Non-Pecuniary Interest c) Sensitive Pecuniary Interest	
028/21-22	<b>PUBLIC TIME</b>	
029/21-22	<b>Confirmation of Minutes</b> To sign and approve the Minutes of the Meeting held on 5 <sup>th</sup> May 2021	
030/21-22	<b>Matters Arising</b>	
031/21-22	<b>Bank Accounts</b> a) To confirm whether the view access and administration has been given to R Robinson and to discuss and agree any further steps b) To discuss and agree the signatories and administration of the NS&I account which needs to be formally and clearly minuted for NS&I's purposes.	

<b>032/21-22</b>	<b>County &amp; District Councillors Reports</b> Reports from County and District Councillors			
<b>033/21-22</b>	<b>Mooring Step</b> To discuss and agree actions to be taken regarding the mooring step			
<b>034/21-22</b>	<b>Memory Sticks</b> To discuss and agree, including the cost, the purchase of two new memory sticks for the back-up files as the present ones are no longer big enough for all our files. Clerk to report price of £14.99 each for Sandisk 64GB			
<b>035/21-22</b>	<b>Zoom Subscription</b> To discuss and agree any actions to be taken regarding the zoom subscription and remote meetings			
<b>036/21-22</b>	<b>Street Lighting</b> a) For the Clerk to report on any information gathered from Doddington, Wimblington and Manea. b) To discuss and agree next steps regarding street lighting maintenance contract			
<b>037/21-22</b>	<b>Defibrillator</b> To discuss and agree actions following investigation by Cllr B Taylor into what monthly checks are required			
<b>038/21-22</b>	<b>Police Report</b> To discuss and agree actions in relation to new Police Engagement Proposal following meeting attended by Cllr Chapman			
<b>039/20-22</b>	<b>Benwick In Bloom</b> a) To update on project of siting of animals on The Pound, including a fence. b) To discuss Benwick in blooms email on refurbishment of the shrubbery and agree any actions to be taken c) To discuss and agree any actions relating to the Baptist Cemetery			
<b>040/20-22</b>	<b>Website</b> a) For Clerk to report on the situation with respect to the website b) For council to discuss and agree any further actions or expenditures necessary			
<b>041/21-22</b>	<b>Tour of Cambridgeshire Cycle Race 2021</b> To discuss and agree any actions in relation to The Tour of Cambridgeshire 2021 which has now been postponed until 2022			
<b>042/21-22</b>	<b>Income &amp; Expenditure (1)</b> a) Members to ratify the following accounts for payments which have already been made and were pre-approved at the last meeting on May 5 <sup>th</sup> 2021 minute 025/21-22.			
	E.On	Electricity	£64.34	
	CAPALC	Training Fee	£250.00	
	HHA Grounds Maintenance	May Cemetery	£365.16	
	SLCC	Membership	£112.00	
	J Richardson	Expenses Reimbursement	£14.39	
	J Richardson	Salary	£461.60	
	R Robinson	Expenses Reimbursement	£40.60	
	R Robinson	Salary	£401.60	
		<b>TOTALS</b>	<b>£1709.29</b>	
	b) Clerk to report on the May Bank Balances and reconciliation statement			
<b>043/21-22</b>	<b>Income &amp; Expenditure (2)</b> a) Clerk to report on the Direct Debit in favour of CHESS for the website - £72.00 was taken in June which should be all for the year b) Clerk to report on the DD in favour of the ICO c) Council to discuss and agree the DDs going forward. As per standing orders the direct debit must be approved by council at least every two years.			
<b>044/21-22</b>	<b>Income &amp; Expenditure (3)</b> a) Members to consider and approve the following accounts for payment			
	E.On	Electricity	£66.49	
	WAVE	Allotment & Cemetery Water Charges	£23.73	
	HHA Grounds Maintenance	June Cemetery etc	£365.16	
	J Richardson	Expenses Reimbursement	£14.39	
	R Robinson	Expenses Reimbursement	£157.65	
	R Robinson	Salary	£331.28	
		<b>TOTALS</b>	<b>£958.70</b>	
	b) Clerk to report on the June Bank Balances and reconciliation statement c) Clerk to report on the quarterly performance against the budget			

<b>045/21-22</b>	<b>Planning Approved</b> CCC/21/032/VAR Retention of mobile classroom on primary school site, High Street, Benwick approved 25/06/2021 <b>Applications</b> a) F/YR21/0651/F Erect a single-storey side extension to existing dwelling at 14 Whittlesey Road Benwick March Cambridgeshire PE15 0XT	
<b>046/21-22</b>	<b>Utilising road verges for biodiversity &amp; habitat</b> To discuss and agree any actions required as per CCC Road Verge Management Enquiry	
<b>047/21-22</b>	<b>Allotments</b> a) For clerk to update on the situation at the allotments 5 tenants with 9 plots b) For Council to discuss and agree if any further actions need to be taken regarding the allotments.	
<b>048/21-22</b>	<b>Clerk's expenses</b> To discuss and agree any actions in relation to the Clerk's expenses and allowances as telephone and broadband need to be declared to HMRC and taxed.	
<b>049/21-22</b>	<b>Risk Register</b> To discuss and agree the risk register	
<b>050/21-22</b>	<b>Correspondence</b> a) Dementia Connect Cambridgeshire (emailed 22/06/2021) b) Proludic Ltd Outdoor gyms (emailed 10/05/2021) c) Rural Services Network, Bulletin (emailed 05/05/2021, 12/05/2021, 18/05/2021, 25/05/2021, 02/06/2021, 08/06/2021, 15/06/2021, 22/06/2021, 29/06/2021), Funding Digest (emailed 06/05/2021, 03/06/2021) d) FDC Press releases (emailed 10/05/2021x2, 12/05/2021, 13/05/2021, 20/05/2021x2, 21/05/2021x2, 24/05/2021, 03/06/2021, 09/06/2021, 11/06/2021, 22/06/2021) e) Whittlesey Mayors Charity Dinner (emailed 23/06/2021) f) CAPALC Bulletin (emailed 07/05/2021, 07/06/2021) Training events available timetable (emailed 10/05/2021, 24/05/2021), Parlaeus survey (emailed 06/05/2021) Local Electricity Petition (emailed 26/05/2021, 23/06/2021) g) NALC Chief Executive Bulletin (emailed 30/04/2021, 07/05/2021, 14/05/2021, 21/05/2021, 28/05/2021, 04/06/2021, 11/06/2021, 18/06/2021, 25/06/2021) Coronavirus Update (emailed 06/05/2021) Newsletter (emailed 12/05/2021, 19/05/2021, 03/06/2021, 09/06/2021, 23/06/2021) h) Roadworks & events bulletin 16 <sup>th</sup> – 30 <sup>th</sup> April 2021(emailed /04/2021) Highway Events Diary – June (emailed 04/06/2021) i) IHMC Incident Report - April (emailed 06/05/2021) – May (emailed 11/06/2021) Roadworks (emailed 28/04/2021, 14/05/2021) j) FDC Community Safety Partnership Survey (emailed 19/05/2021) k) A47 Guyhirn Scheme Roundabout Closure (emailed 17/05/2021) l) Holiday Activity and Food Programme (emailed 04/06/2021) m) OpusXenta Digitally mapping the cemetery (emailed 11/05/2021) n) C&P Combined Authority update (emailed 09/06/2021, 25/06/2021) o) CAPASP Scam Warnings (emailed 07/06/2021, 02/06/2021), Newsletter (emailed 11/05/2021) Scams Awareness campaign (emailed 14/06/2021) p) CPRE Campaigns Update (emailed 08/05/2021, 12/06/2021) Deposit return scheme PETITION (emailed 06/05/2021) q) Came & Company Webinar (emailed 06/05/2021) r) Support Fenland follow up (emailed 03/06/2021) s) Highways Micro Asphalt/Gripfibre Update (emailed 30/04/2021, 14/05/2021) Road Closure (emailed 23/06/2021) t) Cambridgeshire ACRE CHESS project (emailed 11/06/2021) u) PCC Virtual Meeting (emailed 22/06/2021)	
<b>051/21-22</b>	<b>Local Highway Improvement Projects.</b> a) To discuss and agree next steps for implementation of speed signs b) To discuss and agree any actions to be taken with reference to the parking of the van near the shop	
<b>052/21-22</b>	<b>HMRC</b> Clerk to report on situation regarding telephone and internet expenses historically	
<b>053/21-22</b>	<b>Agenda Items/Next Meeting</b> To discuss and agree the format and date of the next Parish Council Meeting proposed to be Monday 9 <sup>th</sup> August 2021. Items to be included on Agenda should be with the Clerk by Tuesday 3 <sup>rd</sup> August 2021	