



BENWICK PARISH COUNCIL

1, HOLBROW COURT, WARBOYS, HUNTINGDON,
PE28 2WF

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Clerk: Mr. R ROBINSON

To Members of the Council

29th April 2021

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

On Wednesday 5th May 2021 at 7.30 p.m.

This will be a “virtual meeting” using Zoom Video Conferencing in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members of the public and press are welcome to attend. Zoom meeting ID 4545690390 Password Benwick

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.

001/21-22	Election of Chairman To elect the Chairman of the Parish Council and to receive the Chairman's Declaration of Acceptance of Office	
002/21-22	Election of Vice Chairman To elect the Vice-Chairman of the Parish Council and to receive the Vice-Chairman's Declaration of Acceptance of Office	
003/21-22	Apologies for Absence	
004/21-22	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at this meeting:- a) Disclosable Pecuniary Interest b) Non-Pecuniary Interest c) Sensitive Pecuniary Interest	
005/21-22	Election of Working Parties & Representatives (Members are reminded that individuals are not allowed to make decisions or take actions on behalf of the Council. Any action or decision must be brought before the Council for prior sanction.) Cemetery Allotments (September Gardens and Town Ground) Village Hall Planning Finance	

	Street Lighting Highways Land (The Pound) War Memorial & Flag Pole Mooring Village Sign Bus Shelter																												
006/21-22	Bank Signatories To agree and appoint Bank Signatories Also to remove the view access and administration from J Richardson and give it to R Robinson																												
007/21-22	Internal Auditor a) To review and agree the effectiveness of Internal Audit arrangements b) To agree and appoint the Internal Auditor for 2021-22																												
008/21-22	PUBLIC TIME																												
009/21-22	Confirmation of Minutes To sign and approve the Minutes of the Meeting held on 12 th April 2021																												
010/21-22	Matters Arising A statement of condolence for the death of Prince Phillip was placed on the website. Clerk removed on 26.04.2021.																												
011/21-22	County & District Councillors Reports Reports from County and District Councillors																												
012/21-22	Street Lighting a) To discuss and agree options regarding street lighting maintenance contract																												
013/21-22	Defibrillator To discuss and agree actions following investigation by Cllr B Taylor into what monthly checks are required																												
014/21-22	Police Report To discuss and agree actions in relation to new Police Engagement Proposal following meeting attended by Cllr Chapman																												
015/20-22	Benwick In Bloom a) To update on project of siting of animals on The Pound, including a fence																												
016/21-22	Tour of Cambridgeshire Cycle Race 2021 To discuss and agree any actions in relation to The Tour of Cambridgeshire 2021 is now being planned for the weekend of 24th to 26th September 2021.																												
017/21-22	Income & Expenditure a) Members to consider and approve the following accounts for payment																												
	<table> <tr> <td>E.On</td><td>Electricity</td><td>£66.49</td></tr> <tr> <td>I Cooper</td><td>Internal Audit Fee</td><td>£135.00</td></tr> <tr> <td>HHA Grounds Maintenance</td><td>April Cemetery</td><td>£365.16</td></tr> <tr> <td>Came & Company</td><td>Insurance</td><td>£763.68</td></tr> <tr> <td>J Richardson</td><td>Expenses Reimbursement</td><td>£16.20</td></tr> <tr> <td>J Richardson</td><td>Salary</td><td>£368.96</td></tr> <tr> <td>R Robinson</td><td>Expenses Reimbursement</td><td>£24.43</td></tr> <tr> <td>R Robinson</td><td>Salary</td><td>£224.23</td></tr> <tr> <td></td><td>TOTALS</td><td>£1964.15</td></tr> </table>	E.On	Electricity	£66.49	I Cooper	Internal Audit Fee	£135.00	HHA Grounds Maintenance	April Cemetery	£365.16	Came & Company	Insurance	£763.68	J Richardson	Expenses Reimbursement	£16.20	J Richardson	Salary	£368.96	R Robinson	Expenses Reimbursement	£24.43	R Robinson	Salary	£224.23		TOTALS	£1964.15	
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	b) Clerk to report on the April Bank Balances and reconciliation statement c) Clerk to report on internal audit																												
018/21-22	Planning Approved a) F/YR21/0208/F Erect an extension (single-storey) to side of existing dwelling 24 Doddington Road Benwick March Cambridgeshire PE15 0UT																												
019/21-22	Website To update on future Parish Council website hosting following notice given by BT that the free hosting currently used will cease in May 2021. To discuss and decide whether to authorize the clerk to take any actions necessary to maintain the website in line with the councils agreed decision to subscribe to the Chess service and keep the existing website, including making payments Council to discuss and agree the extent of the Clerk's or Councillor's control of the website																												
020/21-22	Utilising road verges for biodiversity & habitat To discuss and agree any actions required CCC Road Verge Management Enquiry																												
021/21-22	Allotments a) An advert for our allotment plots has been sent to Doddington Parish Council and they have agreed to place that on their website, in a parish magazine and to send it to the Doddington																												

	<p>Horticultural Society.</p> <p>b) Two allotments at September Gardens rented out to one person.</p> <p>c) Question as to whether a prospective tenant at September Gardens could have a greenhouse and/or a shed on their allotment.</p>	
022/21-22	<p>Clerks expenses</p> <p>To discuss and agree if any actions need to be taken to ascertain if any of the clerks expenses and allowances need to be declared to HMRC</p>	
023/21-22	<p>Correspondence</p> <p>a) Peterborough Council re: placing notices calling for foster carers (emailed 23/04/2021)</p> <p>b) Rural Services Network, Bulletin (emailed 30/03/2021, 07/04/2021, 13/04/2021, 20/04/2021, 27/04/2021), Funding Digest (emailed 08/04/2021)</p> <p>c) FDC Press releases (emailed 22/04/2021) and events (emailed 23/04/2021)</p> <p>d) CCC Engagement events (emailed 21/04/2021)</p> <p>e) CAPALC Bulletin (emailed 06/04/2021) Training events available timetable (emailed 19/04/2021), Audit Service (emailed 27/04/2021)</p> <p>f) NALC Chief Executive Bulletin (emailed 26/03/2021, 01/04/2021, 09/04/2021, 16/04/2021, 23/04/2021)</p> <p>g) Roadworks & events bulletin 16th – 30th April 2021(emailed 14/04/2021)</p> <p>h) IHMC March Incident Report (emailed 09/04/2021)</p> <p>i) FDC Community Safety Partnership Survey (emailed 07/04/2021)</p> <p>j) A47 Guyhirn Scheme Update (emailed 09/04/2021)</p> <p>k) Cambridgeshire Hearing Help, Clinics restarted plea for publicity Council to discuss and agree if Clerk can post this notice on the website (emailed 17/04/2021)</p> <p>l) Operation Forth Bridge (emailed 09/04/2021) x2</p> <p>m) CAPASP Scam Warnings (emailed 09/04/2021, 19/04/2021, 23/04/2021) Training Event (emailed 12/04/2021), Newsletter (emailed 19/04/2021)</p> <p>n) CPRE Campaigns Update (emailed 10/04/2021)</p> <p>o) Came & Company Advice of Settlement of Claim (emailed 14/04/2021)</p> <p>p) Hunts Forum Zoom invitation (emailed 20/04/2021)</p> <p>q) BHIB Checklist for holding Covid-safe meetings (emailed 15/04/2021)</p> <p>r) Local Highways Micro Asphalt/Gripfibre Update (emailed 14/04/2021)</p>	
024/21-22	<p>Local Highway Improvement Projects.</p> <p>To discuss and agree next steps for implementation of speed signs</p>	
025/21-22	<p>Agenda Items/Next Meeting</p> <p>To discuss and agree the format and date of the next Parish Council Meeting proposed to be Monday 7th June 2021. Items to be included on Agenda should be with the Clerk by Monday 31st May 2021</p>	