



BENWICK PARISH COUNCIL

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

Tel: 07842700075 e-mail: benwickparishcouncil.clerk@gmail.com

Clerk: Mr. R ROBINSON

To Members of the Council

4th May 2022

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

On Monday 9th May 2022 at 7.45 p.m.

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 and wear it if you are comfortable doing so for the good of others. 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.

Yours truly

Mr R Robinson
Clerk/Proper Officer

.....
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.

001/22-23	Election of Chairman To elect the Chairman of the Parish Council and to receive the Chairman's Declaration of Acceptance of Office	
002/22-23	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	
003/22-23	Apologies for absence	
004/22-23	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	
005/22-23	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) Election of members of working parties and committees and to agree the terms of reference and delegation arrangements. Cemetery Allotments (September Gardens and Town Ground) Village Hall Planning Finance Street Lighting Defibrillators Jubilee	

	Highways Land (The Pound) War Memorial & Flag Pole Mooring Village Sign Bus shelter	
006/22-23	Banking arrangements a) To agree and appoint Bank Signatories b) To discuss and agree any actions in relation to the clerks report on interest rates available on savings accounts	
007/22-23	Internal Auditor a) To review and agree the effectiveness of Internal Audit arrangements b) To agree and appoint the Internal Auditor for 2022-23	
008/22-23	PUBLIC TIME	
009/22-23	Confirmation of Minutes To sign and approve the Minutes of the Meeting held on 4 th April 2022	
010/22-23	Matters Arising	
011/22-23	Benwick In Bloom a) To discuss and agree any actions relating to our project on the Pound b) To discuss and agree any actions relating to proposals by Benwick in Bloom to plant two trees on land between the bridges which they allege is the property of the Parish Council.	
012/22-23	County & District Councillors Reports Reports from County and District Councillors	
013/22-23	Review of Standing Orders and Financial regulations a) To discuss and agree the standing orders and financial regulations (unchanged from when reviewed last month as part of the AGAR process)	
014/22-23	Review of Contractual arrangements a) verges contract from Cambridgeshire County Council b) verges contract with Nicky Oliver c) cemetery maintenance contract with HHA grounds maintenance d) membership of SLCC for the clerk e) membership of CAPALC (including NALC and the data protection officer scheme) f) membership of ACRE g) electricity supply from Npower – to consider using Direct Debit to pay their bills h) village hall as supplier of venue for meetings	
015/22-23	Review of Inventory of Land and other assets To discuss and agree the asset register as at the beginning of the year including the observations by the internal auditor	
016/22-23	Confirmation of Arrangements for Insurance Cover in respect of all insurable risks	
	Review of other policies as per standing orders for the Annual Meeting of the Council a) Email contact privacy policy b) Privacy notice c) Information and Data Protection policy d) Freedom of Information policy e) Policy on filming or recording meetings f) Media policy g) Complaints policy h) Disciplinary and grievance policy i) Clerks contract and employment procedures	
017/22-23	Review of expenditure incurred under s137 of LGA 1972	
018/22-23	Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council	
019/22-23	Defibrillators To discuss and agree any actions in relation to defibrillators	
020/22-23	Direct Debit for electricity to streetlights To discuss and agree any actions needed due to the due date of electricity bills falling before our meetings and to avoid interest charges and late payment fees	
021/22-23	Tour of Cambridgeshire Cycle Race 2022 To discuss and agree any actions in relation to the tour of Cambridgeshire cycle race which will close Ramsey Road, High Street, part of Doddington road and Whittlesey Road from 11am to 6pm	
022/22-23	Memorial Bench in Cemetery To discuss and agree on approving a memorial bench in our cemetery for a parishioner	
023/22-23	Dog fouling To discuss and agree the purchase of bins from FDC or other actions	
024/22-23	Platinum Jubilee To discuss and agree any actions in relation to the jubilee	
025/22-23	Income & Expenditure a) Members to consider and approve the following accounts for payment	

	Npower	Electricity January and February (as notified at the last meeting) (inc. VAT)	£223.35	
	Npower	Electricity March (authorised by Clerk under Financial Regulation 4.5) (inc. VAT)	£108.42	
		Sub-total authorised by Clerk last month	£331.77	
	I Cooper	Internal Audit Fee	£145.00	
	HHA Grounds Maintenance	April Cemetery (inc. VAT)	£365.16	
	R Robinson	Expenses and Salary including backdated	£560.01	
	SLCC	Membership	£112.00	
	ElanCity Ltd	Solar Panels (inc. VAT)	£445.12	
		Subtotal to authorise now	£1627.29	
		TOTAL	£1,959.06	
	b) Clerk to report on the April Bank Balances and reconciliation statement c) Clerk to report on internal audit and council to discuss and approve the internal audit report d) To discuss and agree on signing the Certificate of Exemption from External Audit to say that we meet the exemption criteria and wish to claim exemption for 2021-22 e) To discuss and agree the final budget for the year including the earmarked reserves			
026/22-23	Planning Applications a) F/YR22/0372/F Erect a first floor rear extension to existing dwelling at Hunters Lodge 42 Ramsey Road Benwick March Cambridgeshire PE15 0XD – this is out of time but we were refused an extension b) F/YR22/0344/F Erect a single-storey side and rear extension to existing dwelling involving the demolition of existing garage and conservatory at Chapel Farm High Street Benwick March Cambridgeshire PE15 0XA c) F/YR22/0409/F Erect side extension and porch to front, loft conversion to living accommodation with dormer to rear elevation and 1.8 metre high (max) wall/gate to front and sides of existing dwelling at 33B Doddington Road Benwick March Cambridgeshire PE15 0UT d) F/YR22/0380/F Erect 1 x dwelling (2-storey 3-bed) at Land North West Of 35 Doddington Road Benwick Cambridgeshire e) F/YR22/0442/F Formation of a vehicular access and erect a 1.8 metre high (approx) close boarded timber fence at Mill View House 6 Little London Whittlesey Road Benwick March Cambridgeshire PE15 0XW			
027/22-23	Utilising road verges for biodiversity & habitat To discuss and agree any actions on this			
028/22-23	Police Report To discuss and agree actions in relation to meeting attended by Cllr Chapman			
029/22-23	Correspondence a) Rural Services Network, Bulletin (emailed 05/04/2022, 12/04/2022, 20/04/2022, 26/04/2022, 04/05/2022) b) FDC Press releases (emailed 01/04/2022, 12/04/2022) Member services (emailed 11/04/2022, 28/04/2022) Agendas (emailed 27/04/2022, 04/05/2022) c) CAPALC Bulletin (emailed 04/01/2022, 04/05/2022) Training schedule (emailed 30/03/2022) d) NALC Chief Executive's Bulletin (emailed 01/04/2022, 08/04/2022, 14/04/2022, 22/04/2022 29/04/2022) Newsletter (emailed 06/04/2022, 13/04/2022, 04/05/2022) Events (emailed 03/05/2022) e) Highways - Events (emailed /03/2022) TMC Incident Report March (email 06/04/2022) Notice of road closure (emailed 12/04/2022) Sanoz Bozorg – Puddock Road (emailed 12/04/2022) Surface dressing (emailed 13/04/2022, 04/05/2022) Grip Fibre (emailed 21/04/2022) SURVEY (emailed 27/04/2022) f) CAPASP Newsletter (emailed 14/04/2022) Warning (emailed 22/04/2022, 29/04/2022) g) Citizens Advice Rural Cambs – donation request (emailed 10/03/2022) h) Cambs ACRE – food and farming (emailed 14/04/2022) i) CCC – Cambridgeshire matters (emailed 26/04/2022) Queen's canopy (emailed 27/04/2022) j) Cambs crimestoppers (emailed 20/04/2022) k) John Potter – defibrillator registration (emailed 11/04/2022) l) Juan Medina – Puddock Road (emailed 13/04/2022) m) Anne Robson Trust – pre-bereavement helpline (emailed 25/04/2022) n) Henry Morris Conference (emailed 29/04/2022) o) Virtual Roundtable with Police and Crime Commissioner (emailed 03/05/2022) p) RBL – jubilee products (emailed 12/04/2022)			
030/22-23	Highways and verges a) To discuss and agree next steps supporting the operation of speed signs b) Any other matters such as obstructions or dangers			
031/22-23	Agenda Items/Next Meeting To discuss and agree the format and date of the next Parish Council Meeting proposed to be Monday 6 th June 2022. Items to be included on Agenda should be with the Clerk by Monday 31 st May 2022			