



BENWICK PARISH COUNCIL

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

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Clerk: Mr. R ROBINSON

To Members of the Council

4th May 2023

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

On Thursday 11th May 2023 at 7.30 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 may 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

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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.

001/23-24	Election of Chairman To elect the Chairman of the Parish Council and to receive the Chairman's Declaration of Acceptance of Office	
002/23-24	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	
003/23-24	Apologies for absence	
004/23-24	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	
005/23-24	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 Highways Land (The Pound)	

	War Memorial & Flag Pole Mooring Village Sign Bus shelter	
006/23-24	Banking arrangements a) To agree and appoint Bank Signatories b) To discuss and agree any actions in relation to opening a savings account	
007/23-24	Internal Auditor a) To review and agree the effectiveness of Internal Audit arrangements b) To agree and appoint the Internal Auditor for 2023-24	
008/23-24	PUBLIC TIME	
009/23-24	Confirmation of Minutes To approve and sign the Minutes of the Council Meeting held on 3 rd April 2023	
010/23-24	Matters Arising	
011/23-24	County & District Councillors Reports	
012/23-24	The Pound To discuss and agree any actions needed	
013/23-24	Review of Standing Orders and Financial regulations To discuss and agree:- a) the standing orders and b) the financial regulations	
014/23-24	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; this year has been a slight increase to £327 per month or £3924 for the final year of the contract 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 – including the Direct Debit to pay their bills h) village hall as supplier of venue for meetings i) Cable Test Ltd as repairs and maintenance contractor for the streetlights j) website by Chess ICT – including the Direct Debit to pay their bills	
015/23-24	Review of Inventory of Land and other assets To discuss and agree the asset register as at the beginning of the year	
016/23-24	Arrangements for Insurance Cover in respect of all insurable risks to discuss and agree any actions needed	
017/23-24	Review of 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	
018/23-24	Annual review of other Council Policies a) Safeguarding policy b) Expenses policy c) Equality policy d) Retention and disposal policy e) Memorial safety policy f) Website accessibility statement j) Donation awarding policy k) Code of conduct for members	
019/23-24	Review of expenditure incurred under s137 of LGA 1972	
020/23-24	Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council	
021/23-24	Dog fouling to discuss and agree any actions including a bin proposed for Caton's bridge	
022/23-24	Village Hall to discuss and agree any actions needed including a) budgeting for expenditure on any matters connected with the village hall b) report of Working Group on school use of the hall	
023/23-24	Biodiversity & habitat initiatives to discuss and agree any actions	
024/23-24	Police Report to discuss and agree actions in relation to community police meeting	
025/23-24	Planning to discuss and agree any actions needed	

026/23-24	Income & Expenditure			
	a) Members to consider and approve the following accounts for payment			
	Npower	Electricity March DD paid 19/4/2023 (inc. VAT)	£70.91	
		Sub-total pre-authorised by Council, paid in April	£70.91	
	M Chapman	Medals (inc. VAT)	£451.71	
	HHA Grounds Maint.	April Cemetery (inc. VAT)	£392.40	
	R Robinson	Expenses & salary	£475.72	
	Cable Test Ltd	Streetlight repairs (inc. VAT)	£77.16	
		Subtotal to authorise for payment now	£1396.99	
		TOTAL EXPENDITURE AUTHORISED	£1467.90	
	b) Clerk to report on the April Bank Balances and reconciliation statement			
	c) to discuss and agree any actions relating to the budget for the new financial year			
	d) to discuss and agree any matters relating to the audit for the financial year 2022-23			
027/23-24	Correspondence			
	a) Rural Services Network, Bulletin (email 4/4/2023, 12/4/2023, 18/4/2023, 25/4/2023)			
	b) FDC Press release (email 31/3/2023, 6/4/2023, 18/4/2023) Planning email 26/4/2023)			
	c) CAPALC Bulletin (email 3/4/2023)			
	d) NALC Chief Executive's Bulletin (email 31/3/2023, 6/4/2023, 14/4/2023, 21/04/2023, 28/4/2023) Newsletter (email 29/3/2023, 5/4/2023, 12/4/2023, 19/4/2023, 26/4/2023)			
	e) Highways - TMC Incident Report April (email 2/5/2023) Events (email 3/4/2023) Works (email 13/4/2023, 21/4/2023) ROAD CLOSURES (email 27/4/2023)			
	f) CCC – Newsletter (email 29/3/2023, 27/4/2023) Road safety (email 17/4/2023)			
	g) NHS – QEH newsletter (email 21/4/2023)			
	h) CAPASP – newsletter (email /4/2023) warning (email 12/4/2023, 17/4/2023)			
	i) Benwick in bloom/CCC – Whittlesey Rd bridge (email 5/4/2023, 11/4/2023) Probation service (email 2/5/2023)			
	j) ACRE - energy costs campaign (email 30/3/2023) newsletter (email 31/3/2023)			
	k) CPRE – hedge help out (email 15/4/2023, 1/5/2023)			
028/23-24	Speeding in Benwick and MVAS operation to discuss and agree any actions needed			
029/23-24	Village sign to discuss and agree any actions needed			
030/23-24	Agenda Items/Next Meeting - to discuss and agree the place and time of the next Parish Council meeting. Items to be included on agenda should be with the Clerk one week before.			
031/23-24	Motion to exclude the Press and Public			
032/23-24	Turf fen charity to discuss and agree any actions needed			
033/23-24	Vacant council seat to discuss and agree any actions needed			