



# BENWICK PARISH COUNCIL

11 DODDINGTON ROAD BENWICK MARCH PE15 0UT

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Clerk: Mrs J S RICHARDSON

## To Members of the Council

30<sup>th</sup> May 2018

You are hereby summoned to attend a Meeting of Benwick Parish Council at the Village Hall, 62 High Street, Benwick PE15 0XA for the purpose of transacting the following business.

**On Monday 4<sup>th</sup> June 2018 at 7.30 p.m.**

**Members of the public and press are invited to address the Council at its Public Time**

Yours truly

Mrs J S Richardson  
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.**

**035/18-19 Apologies for Absence**

**036/18-19 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

**037/18-19 PUBLIC TIME**

**038/18-19 Confirmation of Minutes**

To sign and approve the Minutes of the Meeting held on 8<sup>th</sup> May 2018

To sign and approve the Minutes of the Meeting held on 22<sup>nd</sup> May 2018

**039/18-19 Matters Arising**

The unsafe structure on Lilyholt Road update is *"Building Control have come back to me to say it is not a dangerous structure. I have however asked Environmental Health to look at in terms of it being a dilapidated or neglected site."*

**040/18-19 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

**041/18-19 Police Matters**

- To discuss police report
- 042/18-19 County & District Councillors Reports**  
Reports from County and District Councillors
- 043/18-19 Standing Orders**  
a) To discuss and agree the Standing Orders for 2018  
b) To discuss and agree the regulations regarding Councillors holding paperwork relating to Council business
- 044/18-19 Street Lighting**  
To note and discuss letter received from FDC re Street Lighting Maintenance and Power tendering, costs etc
- 045/18-19 Village Benches**  
a) Cemetery and Chapel Gardens (Benches x 3). Update on current situation and discussion and agreement on actions required including the agreement on quotes for the installation of benches  
b) War Memorial Bench. To discuss and agree to sign the grant offer from Burnthouse Farm Wind Farm Community Benefit Fund of £762 to replace the bench at the War Memorial.
- 046/18-19 Highways**  
a) Local Highways Improvement Bid 2019-20. To discuss and agree bid for Local Highway Improvement (LHI) 2019/20 application, to be submitted by 31<sup>st</sup> July 2018  
b) To discuss and agree actions required regarding Highways visits to the village
- 047/18-19 Bus Shelter**  
To discuss and agree the request for the Parish Council to purchase wood preserver to paint the bus shelter. A volunteer is willing to paint the bus shelter as long as the materials are provided by the Parish Council
- 048/18-19 The Pound**  
a) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting
- 049/18-19 Income & Expenditure**  
a) Members to consider and approve the following accounts for payment
- |                       |                        |                 |
|-----------------------|------------------------|-----------------|
| ISS Facility Services | Cemetery Maintenance   | £382.54         |
| CGM Landscapes        | Verge Cutting          |                 |
| J Richardson          | Admin – 27/05/18       | £383.88         |
| J Richardson          | Reimbursement-Expenses | £16.08          |
| Benwick Village Hall  | Room Hire              | £50.00          |
| Glasdon UK Ltd        | Village Benches        | £1827.80        |
| <b>TOTALS</b>         |                        | <b>£2660.30</b> |
- b) Clerk to report on the May Bank Balances and reconciliation statement
- 050/18-19 Planning/Development**  
**Refused**  
F/YR18/0198/O Erection of up to 15no dwellings (outline application with matters committed in respect of access) involving demolition of buildings Land North Of 17 Doddington Road Benwick Cambridgeshire
- 051/18-19 Allotments**  
a) Update on progress, at September Gardens, and discussion and agreement of further actions required, including disposal of tyres, skip hire, weedkilling, ploughing, marking out of new plots and allotment rents  
b) Discussion regarding the Town Ground Allotment Plots and how these are to be rented out in the future (after September 2018)
- 052/18-19 GDPR Update**  
To discuss and agree current position regarding compliance with GDPR and identify further actions required  
Information & Data Protection Policy drawn up for agreement at 4th June 2018 PC Meeting  
Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting  
Email Contact Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting, to include shortened version to be applied to all emails  
Councillors Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting  
Purchase of Exclusive Rights Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting  
Allotment Tenants Privacy Notice drawn up for agreement at 4th June 2018 PC Meeting  
Subject Access Request Form drawn up for agreement at 4th June 2018 PC Meeting  
Data Security Breach Reporting Form drawn up for agreement at 4th June 2018 PC Meeting
- 053/18-19 Chairman and Councillors Training**  
To discuss and agree training requirements

**054/18-19 Correspondence**

- a) Rural Services Network, bulletin (emailed 08/05/18, 22/05/18, 29/05/18)
- b) FDC Press releases (emailed 04/05/18, 08/05/18, 22/05/18)
- c) War Memorials News (emailed 04/05/18)
- d) Cambs Acre News and Event Invitations for Local Council Clerks and Councillors (emailed 08/05/18)
- e) CPRE latest (emailed 08/05/18)
- f) Highway Events diary - May 2018 (emailed 08/05/18)
- g) Cambridgeshire Matters Newsletter May 2018 (emailed 22/05/18)
- h) Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 (emailed 22/05/18)
- i) New Policing Model Is Live 14/05/2018 (emailed 22/05/18)
- j) Roadworks & Events Bulletin 16th - 31st May 2018 (emailed 22/05/18)
- k) News From The Police And Crime Commissioner 10/05/2018 (emailed 22/05/18)
- l) CAPALC May Bulletin (emailed 29/05/18)
- m) DODDINGTON RD, BENWICK, ROAD CLOSURE 6<sup>th</sup> to 8<sup>th</sup> August 2018 (emailed 29/05/18)

**055/18-19 Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 2<sup>nd</sup> July 2018. Items to be included on Agenda should be with the Clerk by Monday 25<sup>th</sup> June 2018