



# BENWICK PARISH COUNCIL

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Clerk: Mrs J S RICHARDSON

## To Members of the Council

10th May 2018

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

**On Tuesday 22nd May 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.**

**001/18-19 Election of Chairman**

To elect the Chairman of the Parish Council and to receive the Chairman's Declaration of Acceptance of Office

**002/18-19 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

**003/18-19 Apologies for Absence**

**004/18-19 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

**005/18-19 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

**006/18-19 Bank Signatories**

To agree and appoint Bank Signatories

**007/18-19 Internal Auditor**

- a) To review and agree the effectiveness of Internal Audit arrangements  
b) To agree and appoint the Internal Auditor for 2018/19
- 008/18-19 PUBLIC TIME**
- 009/18-19 Confirmation of Minutes**  
To sign and approve the Minutes of the Meeting held on 9th April 2018
- 010/18-19 Matters Arising**  
Email sent to Ramsey and Warboy's Informer to correct the Parish Council meeting dates in their next issue (11/04/18)  
Garage roof (disused property) on Lilyholt Road is in danger of coming off reported to Cllr Miscandlon (11/04/18). *Reply Rec'd "have passed it to building control to look into as a dangerous structure"*  
Pot hole at end of Lilyholt Road and outside Chapel Farm reported to Highways (16/04/18). *Reply recd "works will be carried out to rectify the issue you raised with us, but could take up to 3 months depending on the location and severity (Lilyholt Road & Chapel Farm)"*  
Tradeshift Account set up 23/04/18
- 011/18-19 Police Matters**  
a) To report crime figures  
b) Update on Police meeting attended by Cllr Chapman
- 012/18-19 County & District Councillors Reports**  
Reports from County and District Councillors
- 013/18-19 Tour of Cambridgeshire Cycle Race**  
The race will be coming through Benwick on 3rd June 2018 and there will be road closures in and around the village on that day. Leave on agenda
- 014/18-19 Footpaths on Whittlesey Road**  
To discuss and agree the actions to be taken regarding the grass verges overlapping the footpaths
- 015/18-19 Litter**  
To discuss and agree any actions required regarding the litter down Floods Ferry and Doddington Road
- 016/18-19 Street Lighting**  
To note and discuss letter received from FDC re Street Lighting Maintenance and Power tendering
- 017/18-19 Proposed incinerator and evaporator of toxic leachate at Warboy's Landfill**  
To discuss and agree any actions required
- 018/18-19 Insurance**  
To discuss and agree the renewal of Insurance for 2018-19 at a cost of £674.33
- 019/18-19 Subscriptions**  
a) To discuss and agree 2018-19 membership of SLCC at a cost of £84  
b) To discuss and agree 2018-19 membership of ALCC at a cost of £30  
c) To discuss and agree 2018-19 subscription to LCR at a cost of £17  
d) To discuss and agree 2018-19 membership of CAPALC at a cost of £310.04
- 020/18-19 Village Benches**  
a) Cemetery and Chapel Gardens (Benches x 3). Update on current situation and discussion and agreement on actions required  
b) War Memorial Bench. To discuss and agree request from Benwick In Bloom that the bench be in situ for the In Bloom judging in July 2018
- 021/18-19 Highways**  
a) Local Highways Improvement Bid 2018-19 to discuss and agree colour of gates required as part of the installation works  
b) To discuss and agree actions required regarding Highways visits to the village
- 022/18-19 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
- 023/18-19 The Pound**  
a) To discuss and agree the request from Benwick In Bloom to place a half seat (Memorial) around the tree on the Pound.  
b) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December meeting
- 024/18-19 Income & Expenditure**  
a) 1<sup>st</sup> Precept & CTS Grant £5730.50, Recycling Credit rec'd £36.84  
b) Members to consider and approve the following accounts for payment

ISS Facility Services	Cemetery Maintenance	£382.54
CGM Landscapes	Verge Cutting	£70.08
Anglian Water (dd)	Water Rates	£19.00
J Richardson	Admin – 29/04/18	£383.76
J Richardson	Reimbursement-Expenses	£24.30
SLCC	Membership	£84.00
ALCC	Membership	£30.00
Came & Company	Insurance Renewal	£674.33
I Cooper	Internal Auditor	£130.00
NALC	LCR Magazine	£17.00
CAPALC	Membership	£310.04
	<b>TOTALS</b>	<b>£2135.05</b>

c) Clerk to report on the April Bank Balances and reconciliation statement

**025/18-19 2017-18 Audit**

- a) To discuss and agree the Internal Auditors report for 2017-18
- b) To discuss and agree amendment to Minute 242/17-18 in line with Internal Audit report
- b) To discuss and agree the External Audit arrangements

**026/18-19 Planning/Development**

**Planning**

**Refused**

- a) F/YR18/0025/O Erection of up to 9 no dwellings (outline application with all matters reserved) - Land South Of 16A Doddington Road Benwick Cambridgeshire

**027/18-19 Allotments**

- a) Update on progress, at September Gardens, and discussion and agreement of further actions required
- b) Discussion regarding the Town Ground Allotment Plots and how these are to be rented out in the future (after September 2018)

**028/18-19 GDPR Update**

To discuss and agree current position regarding compliance with GDPR and identify further actions required

**029/18-19 Chairman and Councillors Training**

To discuss and agree training requirements

**030/18-19 Correspondence**

- a) Rural Services Network, bulletin (emailed 09/04/18, 16/04/18, 21/04/18, 23/04/18, 25/04/18, 30/04/18)
- b) FDC Press releases (emailed 09/04/18, 16/04/18)
- c) Roadworks & Events Bulletin 16th - 30th April 2018 (emailed 16/04/18), Roadworks & Events Bulletin 1st - 15th May 2018 (emailed 25/04/18)
- d) CPRE Campaigns (emailed 16/04/18, 30/04/18)
- e) NALC Chief Executive Bulletin - 5-13 April (emailed 21/04/18)
- f) CAPALC April Bulletin (emailed 21/04/18), Year End Update - April 2018 (emailed 25/04/18), GDPR Update - April 2018 (emailed 25/04/18)
- g) LED Lantern replacement works - Advance Notice (emailed 23/04/18)
- h) Change of decayed electric pole (emailed 23/04/18)

**031/18-19 Motion to exclude Press and Public**

**032/18-19 Cemetery**

To discuss and agree request for burial of ashes

**033/18-19 Clerks Salary**

To discuss and agree the Clerks salary in line with national pay rise agreement

**034/18-19 Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 4th June 2018. Items to be included on Agenda should be with the Clerk by Monday 28<sup>th</sup> May 2018