



BENWICK PARISH COUNCIL

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Clerk: Mrs J S RICHARDSON

To Members of the Council

8th May 2019

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 Monday 13th May 2019 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.

001/19-20 Election of Chairman

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

002/19-20 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

003/19-20 Apologies for Absence

004/19-20 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

005/19-20 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

006/19-20 Bank Signatories

To agree and appoint Bank Signatories

007/19-20 Internal Auditor

- a) To review and agree the effectiveness of Internal Audit arrangements
b) To agree and appoint the Internal Auditor for 2019/20
- 008/19-20 PUBLIC TIME**
- 009/19-20 Confirmation of Minutes**
To sign and approve the Minutes of the Meeting held on 1st April 2019
- 010/19-20 Matters Arising**
Fly tipping on Lilyholt Road reported 02/04/19 to FDC
Overhanging hedges outside bungalows on High Street reported 02/04/19, Highways have reported the overgrowing hedges at 27-29 High Street to Clarion Housing (08/04/19)
Overhanging hedges outside The Rectory reported 02/04/19, Highways have written to property owner (08/04/19)
Footbridge reported to Highways 02/04/19. Response rec'd 12/04/19. Thank you for taking the time to report this issue. At this time, having undertaken a site visit, we do not feel that any action is necessary, however we will continue to monitor this location as part of routine inspections and works will be carried out if required in the future.
Damaged sign near footbridge, Highways are to visit site to review 12/04/19
- 011/19-20 Police Matters**
a) To report crime figures
- 012/19-20 County & District Councillors Reports**
Reports from County and District Councillors
- 013/19-20 Co-Option of Parish Councillor**
To discuss and agree the co-option of a Parish Councillor to fill the existing vacancy
- 014/19-20 Village Sign**
To discuss and agree actions re cleaning of village sign
- 015/19-20 Trees at Telephone Exchange**
To discuss issue of trees at back of telephone exchange causing concern to neighbours
- 016/19-20 Street Lighting**
a) To discuss and agree actions based on information provided by the Clerk
b) Update on transfer of electricity costs back to Parish Council from FDC
c) Concurrent Functions update from Cllr Chapman
- 017/19-20 Website Accessibility**
To discuss and agree actions regarding the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.
- 018/19-20 Subscriptions**
a) To discuss and agree 2019-20 membership of SLCC at a cost of £106, 2018-19 membership £84
b) To discuss and agree 2019-20 subscription to LCR at a cost of £17, 2018-19 cost £17
c) To discuss and agree 2019-20 membership of CAPALC at a cost of £341.89 (+ £25 for GDPR Protection), 2018-19 membership of CAPALC cost £310.04
- 019/19-20 Benches on Riverbank**
Update regarding the placing of new benches. Application to be put to Ransonmoor Wind Farm Fund, by Sunday 18th August 2019, to purchase at least one new bench to place on the river bank.
Discussion on placing of benches and next steps
- 020/19-20 Mooring**
a) Suggestion of extension of mooring to be discussed and actions agreed
b) To discuss and agree actions regarding the current state of the two benches at the mooring, including missing plaque
- 021/19-20 Planning**
Granted
F/YR19/0128/F Formation of a new vehicular access to existing dwelling 16A Doddington Road Benwick March Cambridgeshire PE15 0UX
Refused
F/YR19/0143/F Erection of 2 x 2-storey 2/3-bed dwellings Land West Of 20 High Street Benwick Cambridgeshire
- 022/19-20 Income & Expenditure**
a) 1st Precept £6426 rec'd
b) Members to consider and approve the following accounts for payment

Tivoli	Cemetery Maintenance	£515.85
CGM Landscapes	Verge Cutting	£44.48
J Richardson	Admin – 28/04/19	£426.00
J Richardson	Reimbursement-Expenses	£24.60
SLCC	Membership	£106.00
I Cooper	Internal Auditor	£130.00
NALC	LCR Magazine	£17.00
CAPALC	Membership	£366.89
TOTALS		£1630.82

- c) Clerk to report on the April Bank Balances and reconciliation statement
d) To discuss and agree any allocations to Earmarked Reserves

023/19-20 2018-19 Audit

- a) To discuss and agree the Internal Auditors report for 2018-19

024/19-20 Correspondence

- a) Rural Services Network, bulletin (emailed 02/04/19, 08/04/19, 12/04/19, 17/04/19, 27/04/19, 03/05/19)
b) NALC Chief Executive Bulletin - 29/03/19 (emailed 01/04/19), NALC Chief Executive Bulletin - 05/04/19 (emailed 08/04/19), NALC Chief Executive Bulletin - 12/04/19 (emailed 17/04/19), NALC Chief Executive Bulletin - 18/04/19 (emailed 27/04/19), NALC Chief Executive Bulletin - 26/04/19 (emailed 03/05/19)
c) CCC Highways and Street Lighting Surveys (emailed 01/04/19, 08/05/19)
d) Highways Events Diary - April 2019 (emailed 01/04/19), Roadworks & events report 15th - 30th April 2019 (emailed 08/04/19), Roadworks & events bulletin 1st - 15th May 2019 (emailed 27/04/19), Highway Events Diary - May 2019 (emailed 03/05/19)
e) IHMC Incident Report March 2019 (emailed 08/04/19)
f) NALC Bulletin (emailed 17/04/19)
g) EU Elections and extended Purdah (emailed 21/04/19)
h) FDC Press Releases (emailed 21/04/19)
i) CAPALC Bulletin April 2019 (emailed 21/04/19)
j) NALC Policy E-Briefing PC7-19 – Traffic Commissioners (emailed 27/04/19)
j) VE Day 75 - 8th May 2020 (emailed 07/05/19)
k) House of Lords report on the Rural Economy (emailed 08/05/19)

025/19-20 Motion to exclude Press and Public

026/19-20 Clerks Pay

In 2018 agreement was reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2018 and 1 April 2019. To discuss and agree the 2019 element of pay scale increase.

027/19-20 Clerks Appraisal

To discuss and agree actions required with regard to the Clerks Appraisal, due date 8th May 2019

028/19-20 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 3rd June 2019. Items to be included on Agenda should be with the Clerk by Monday 27th May 2019