



# BENWICK PARISH COUNCIL

## Minutes of the Meeting of the Benwick Parish Council on Monday 8<sup>th</sup> January 2018 in the Church room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; D Connor (CCC); A Miscandlon (FDC); R Butcher; J Richardson (Clerk) and eight members of the public
- 180/17-18 Apologies for Absence:** Cllrs; L Robinson; A Cade
- 181/17-18 Declarations of Interest**  
None declared
- 182/17-18 Public Time**  
Benwick In Bloom asked for donation and this is to be placed on next agenda. **Clerk**  
Increase noticed in dog fouling on footpaths.  
Storage container on The Pound was questioned as to what the intentions of this are. It was explained that Dickensian Market could use to store stalls, and other village groups could use for storage. Currently in investigation stage.  
Unadopted right of way was raised. Parishioner is to apply for a definitive map modification order and one thing that is required is proof from individuals that they have used this track for over 20 years. In 2013 the same matter was brought to the PC and the gate was removed. The gate has now been put in place again. There is a need to establish that this route has been used, and no force has been used in order to use it, and the Parish Council were asked if they will support her in this matter. Cllr Chapman apologised for any loss of documentation, and said that the Parish Council will support any legitimate application. This item is to be placed on next month's agenda re writing to landowner to have the gate moved over slightly. **Clerk**  
It was asked who was responsible for the defibrillator, and Cllr Chapman responded that the Parish Council's sole involvement was to provide a donation to purchase a box to put the defibrillator in.  
It was asked what is happening with the old Butchers Shop as it has been demolished but nothing else done. Unsightly land can be reported to Fenland DC Planning. Cllr Miscandlon will report this matter to FDC.  
**Public Time Closed at 20.07**
- 183/17-18 Confirmation of Minutes**  
Cllr Chapman Proposed, and it was AGREED, to sign and approve the Minutes of the Meeting held on 4<sup>th</sup> December 2017 **Agreed**
- 184/17-18 Matters Arising (for information only)**
- 185/17-18 Police Report**  
As expected we have seen an increase in hare coursing or pouncing jobs around the county. So far we have had 3 in the Benwick area however March has been the preferred target recently. Please be vigilant to any vehicles that look suspicious or worrying and report them.  
Roads are getting gradually worse with either poor visibility or poor traction. We have had 3 collisions that have resulted in injury to multiple people. Please can we report any poor road conditions to highways and if they cannot be reached we need contacting. We are patrolling the roads but as you can imagine calls for service can pull us away from this.  
We are experiencing a lot of burglaries in neighbouring villages at the moment. Can we please be aware of any vehicles that look suspicious or out of place. Again we are gathering further intelligence and investigations are being done. However we need your help to prevent further issues until offenders are arrested.  
Police are trying to arrange to attend next months meeting
- 186/17-18 Village Benches**  
Cllr Chapman Proposed, and it was AGREED, that the Clerk apply to Burnt House Drove Funding. Cllr Connor has arranged with Les Middleton (Highways) to meet at War Memorial re tarmac area this week along with Cllr Chapman **Agreed Clerk**
- 187/17-18 County & District Councillors Reports**  
Cllr Butcher reported that budgets and precepts are being discussed at FDC.

Cllr Connor reported that any Cat1 lights outstanding are to be done in February by Electrical Testing.

Cllr Miscandlon had nothing further to report

**188/17-18 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. Information has been sent to Facebook and Benwick Bugle and the Public House informed. Item to be left on future agenda

**Clerk**

**189/17-18 Paperwork**

Policy documentation regarding Cllr's holding paperwork is to be included in Standing Order review in May 2018

**Clerk**

**190/17-18 Planning**

**Applications**

a) F/YR17/1144/F Siting of a temporary 2-bed mobile home for use as an annexe and change of use of livery yard to residential curtilage involving demolition of stable blocks and hay barn. 40 And 42 Ramsey Road Benwick Cambridgeshire. It was Proposed by Cllr Chapman, and AGREED, that Parish Council has no objections. Clerk to send response to FDC

**Agreed Clerk**

**Granted**

a) F/YR17/0939/F. Formation of a manège and the erection of 2 x stable blocks, a storage barn, a hay barn and a security light mounted on a 5.0m high pole. Land North West Of 42 Ramsey Road Benwick Cambridgeshire

b) F/YR17/0894/F . Erection of a detached double garage involving the widening of the existing access and removal of existing outbuildings including the demolition of existing conservatory at 40 Ramsey Road . 40 And 42 Ramsey Road Benwick Cambridgeshire

c) F/YR17/0833/F Retention of 2 x agricultural barns; erection of 2 x sheds, 1.8 metre high security gate; formation of a hardstanding, and formation of a sugar beet pad. North West Of The Toll Chase Road Benwick Cambridgeshire

**Withdrawn**

a) F/YR17/1043/F Erection of a single-storey 4-bed dwelling and the formation of static caravan pitches for the siting of 6 x mobile homes involving the demolition of existing buildings and the removal of existing hardstanding at Crazy Acres Chase Road Benwick March Cambridgeshire PE15 0XS

**Appeals**

a) F/YR16/0610/F Land East Of Cornerways Farm Ramsey Road Benwick Cambridgeshire Erection of 2 x 18 metre high (hub height) wind turbines with associated works

**191/17-18 The Pound:** Regarding placement of a storage container to include sizes and costs of the purchase of a container, Cllr Emmitt has no further information to hand. The size that could fit would only be a 20 foot container. To be left on agenda

**Cllr Emmitt Clerk**

**192/17-18 Cambs Acre:** To discuss and agree membership renewal for 2018 at £55.50.

It was Proposed by Cllr Chapman, and AGREED, that this be renewed

**Agreed**

**193/17-18 Income & Expenditure**

Income Rec'd £500 2<sup>nd</sup> Instal 17-18 FuncGrant

a) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment

ISS Facility Services	Cemetery Maintenance	£253.92
CGM Landscapes	Verge Cutting	£70.08
CGM Landscapes	Allotment Spraying	£96.00
Anglian Water (dd)	Water Rates	£19.00
J Richardson	Admin – 31/12/17	£403.96
J Richardson	Reimbursement-Expenses	£17.54
Cambs Acre	Membership Renewal	£55.50

**TOTAL £916.00**

b) Clerks report on the December Bank Balances and reconciliation statement is at Appendix 1

c) Clerks report on budget v performance up to end December 2017 is at Appendix 2. Currently working to budget except for Cemetery Paths installation

d) To discuss the budget setting process for 2018/19 and agreement of working party recommendations. It was Proposed by Cllr Chapman, and AGREED, that the Precept be set at £11037.00 which is approx. 3% increase. Clerk to inform FDC.

**Agreed Clerk**

It was Proposed by Cllr Chapman, and AGREED, that the Clerk writes to

**Agreed**

- 194/17-18** Brendan Arnold (FDC) to ask for explanation of Net Tax Base figure **Clerk**  
**Cemetery & Verge Cutting**  
 The working party meeting recommendations regarding the tender and process for the contract renewals in April 2018 had been circulated and it was Proposed by Cllr Chapman, and AGREED, that the revised documents go out to tender. **Agreed**  
 To place contract for hedge cutting and tree cutting in the Cemetery and The Pound on next agenda **Clerk**
- 195/17-18** **Allotments**  
 It was Proposed by Cllr Chapman, and AGREED, that the Clerk continues to pursue the matter of the clearing of the allotment plots with Whittlesey Town Council **Agreed**  
**Clerk**
- 196/17-18** **Local Highways Improvement Opportunity 2018**  
 Update on the scheme submission, and required attendance at panel meeting on 15<sup>th</sup> January 2018 was discussed. It was Proposed by Cllr Chapman, and AGREED, that he would attend the panel meeting and he will respond to the invite **Agreed**  
**Cllr Chapman**
- 197/17-18** **GDPR Update:** Update on new legislation was given by The Clerk. It was Proposed by Cllr Chapman, and AGREED, that the Clerk be authorised to spend up to 20 hours on this matter. **Agreed**  
**Clerk**
- 198/17-18** **Correspondence**  
 a) Rural Services Network Bulletins (emailed 01/12/17, 07/12/17, 14/12/17, 20/12/17, 27/12/17)  
 b) Highways Event Diary - December 2017 (emailed 01/12/17)  
 c) CAPALC AGM 7th December 2017 (emailed 01/12/17)  
 d) NALC Newsletter – 8 November 2017 (emailed 01/12/17)  
 e) FDC Press Releases (emailed 01/12/17, 07/12/17, 11/12/17, 14/12/17)  
 f) Roadworks & Events Report 1st - 15th December 2017 (emailed 01/12/17) 16<sup>th</sup> – 31<sup>st</sup> December (emailed 14/12/17) 1st-15th January 2018 (emailed 01/01/18)  
 g) Invitation Letter from Metalcraft, Chatteris (emailed 11/12/17)  
 h) Collective Switching - Next auction 13th February 2018 (emailed 20/12/17)  
 i) Merry Christmas from your SLCC and referendum principles (emailed 20/12/17)  
 j) CPRE Update (emailed 20/12/17)  
 k) Orchards East Launch February 17th - Fenland Councils (emailed 20/12/17)  
 l) Statement by the Community Heartbeat Trust regarding the Benwick Defibrillator failure (emailed 20/12/17)  
 m) Cambridgeshire councils to take the census survey (emailed 20/12/17)  
 n) Neighbourhood Watch Newsletter - December Edition (emailed 27/12/17)  
 o) Fenland Twinning Association Tea Party and AGM (emailed 27/12/17)  
 p) Cambs Acre, Introducing the Cambridgeshire Local Council Development Plan 2017 – 2022 (emailed 27/12/17)  
 q) Fenland District Council Business Plan consultation (emailed 02/01/18)
- 199/17-18** **Agenda Items/Next Meeting**  
 The date of the next Parish Council Meeting will be Monday 5<sup>th</sup> February 2018. Items to be included on Agenda should be with the Clerk by Monday 29th January 2018

Meeting Closed at:- 21.06

## Appendix1

Bank Reconciliation				Financial Year ending 31 March 2018			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	01/01/2018						
Approved by			Chair				
Date	08/01/2018						
<b>Balance per bank statements as at</b>	<b>01/01/2018</b>			<b>£</b>		<b>£</b>	
Current Account				28650.97			
NS&I				20874.71			
						49,525.68	
Less: Unpresented Cheques							
Cheque Number							
Add: Any unbanked cash in transit						0.00	
<b>Net bank balances as at</b>						<b>49,525.68</b>	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				54,994.67			
Add: Receipts to date				24,197.00			
Less: Payments to date				29,665.99			
<b>Closing Balance</b>				<b>49,525.68</b>			
<b>Earmarked Reserves:</b>							
Parish Plan	£532.89						
Verge Planting	£151.40						
Cemetery Extension	£8,157.50						
Street Lighting	£11,500.00						
The Pound	£2,000.00						
War Memorial	£2,000.00						
Mooring	£1,633.66						
Allotments	£450.00						
General Reserve	£23,100.23						
				<b>E M TOTAL</b>	<b>£26,425.45</b>		

## Appendix 2

BENWICK PARISH COUNCIL						
		BUDGET	CURRENT	CURRENT	CURRENT	FORECAST
		2017-18	End JUNE 2017	End SEPT 2017	End DEC 2017	2017-18
<b>INCOME:</b>	<b>INCOME</b>					
Maintenance Grants:	Precept	10,715.00	£5,357.50	£10,715.00	£10,715.00	£10,715.00
Council Tax Support Grant	Council Tax Support Grant	848.00	£424.00	£848.00	£848.00	£848.00
	Concurrent	985.00	£0.00	£485.00	£985.00	£985.00
	Grass Cutting	350.00	£703.88	£703.88	£703.88	£703.88
Rents:	Town	875.00	£437.50	£437.50	£875.00	£875.00
	September Gardens	-				
Recycling Credits		40.00				£40.00
VAT Refund		250.00			£3,989.37	£3,989.37
Burials		250.00	£80.75	£80.75	£80.75	£250.00
Bank Interest		75.00				£75.00
Windfarm Grant				£6,000.00	£6,000.00	£6,000.00
<b>SUB TOTALS:</b>		<b>£14,388.00</b>	<b>£7,003.63</b>	<b>£19,270.13</b>	<b>£24,197.00</b>	<b>£24,481.25</b>
Sundries						
<b>TOTALS:</b>		<b>£14,388.00</b>	<b>£7,003.63</b>	<b>£19,270.13</b>	<b>£24,197.00</b>	<b>£24,481.25</b>
	<b>EXPENDITURE</b>					
Rates		400.00	57.00	347.07	404.07	462.00
Room Hire		200.00	-	85.00	85.00	200.00
Subscriptions:	NALC LCR Magazine	17.00		17.00	17.00	17.00
	CAPALC	300.00	301.64	301.64	301.64	301.64
	Camb's Acre	45.00				55.50
	SLCC	90.00	78.00	78.00	78.00	78.00
	Clerks & Councils Magazine	12.00			12.00	12.00
Maintenance	Verges	700.82	175.20	350.40	525.60	700.82
	Cemetery	3,150.00	577.50	577.50	1,488.30	3,150.00
	Street Lights					
	Allotments					
Insurance		650.00	648.39	648.39	648.39	648.39
Energy						
Professional Charges	Internal Auditor	120.00	120.00	120.00	120.00	120.00
	External Auditor	100.00		100.00	100.00	100.00
	ICO	35.00			35.00	35.00
	Computer Security					
Sundries		200.00	129.12	129.12	129.12	200.00
Telephone/Internet		150.00	48.33	48.33	80.83	120.00
Post & Stationery		100.00	48.48	110.28	125.88	140.00
Travel		50.00	16.20	16.20	32.40	40.00
Clerk's annual office expenses		150.00	-	150.00	150.00	150.00
Planting & Maintenance		75.00				75.00
Training		200.00		69.00	79.00	150.00
VAT Paid		250.00	181.16	3,894.00	4,133.70	4,400.00
Wages/PAYE-NI		4,000.00	859.59	1,704.79	2,776.94	4,000.00
<b>SUB TOTALS:</b>		<b>10,994.82</b>	<b>3,240.61</b>	<b>8,746.72</b>	<b>11,322.87</b>	<b>15,155.35</b>
Election		1,000.00				1,000.00
Development Projects		2,000.00				2,000.00
Tourism (Cycle Races)		0.00				
Local Highways Improvement		-				
Play Park		-				
WW1 Commemoration						
Xmas Decorations		150.00				-
S137 Payment	British Legion Poppy Wreath	30.00			30.00	30.00
Donations/Charity		200.00				200.00
<b>TOTALS:</b>		<b>14,374.82</b>	<b>3,240.61</b>	<b>8,746.72</b>	<b>11,352.87</b>	<b>18,385.35</b>
Parish Plan		532.89				532.89
Verge Planting		151.40				151.40
Cemetery Extension		22,357.50		14,200.00	14,200.00	14,200.00
Street Lighting		11,500.00				11,500.00
The Pound		2,000.00				2,000.00
War Memorial		2,000.00				2,000.00
Mooring		1,633.66	563.12	563.12	563.12	563.12
Allotments		1,000.00		470.00	550.00	550.00
Play Park		3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<b>TOTALS:</b>		<b>£58,550.27</b>	<b>£6,803.73</b>	<b>£26,979.84</b>	<b>£29,665.99</b>	<b>£52,882.76</b>