



BENWICK PARISH COUNCIL

Minutes of the Meeting of the Benwick Parish Council on Monday 9th April 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

- Present:** Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; A Cade; L Robinson; A Miscandlon (FDC); R Butcher (FDC); J Richardson (Clerk) and 3 members of the public
- 244/17-18 Apologies for Absence:** Cllr D Connor (CCC)
Declarations of Interest
Nothing disclosed
- 245/17-18 Public Time**
Ramsey & Warboy's Inquirer has incorrect dates for PC Meetings, Clerk to **Clerk**
inform of correct dates
Garage roof (disused property) on Lilyholt Road is in danger of coming off, Clerk **Clerk**
to email Cllr Miscandlon
Cars parking on grass verges raised again
Pothole at end of Lilyholt Road, on High Street to be reported **Clerk**
Public time closed at 19.36
- 246/17-18 Confirmation of Minutes**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the **Agreed**
Minutes of the Meeting held on 5th March 2018
- 247/17-18 Matters Arising (for information only)**
Highways faults, reported a hole appearing in the high street opposite
Bakehouse Close its next to an inspection cover suggests a pipe collapse
(12/03/18) *Response is no action to be taken*, reported damage around cover on
Doddington Road opposite Lilyholt Road (23/03/18) *Response is Job Raised*
Dog patrol hot spots reported to FDC (12/03/18). FDC confirmed *"that the areas*
requested will be included in their patrols" (13/03/18)
Police were emailed regarding the parking of cars in the village (12/03/18).
Response rec'd *"I shall look into this. Thanks for making me aware."* (14/03/18)
Notified resident that plans to cut hedge alongside the Cemetery is acceptable
and also painting of fence in an appropriate colour (21/03/18)
Complaint sent to ISS re Litter Bin and grass cutting in the cemetery (emailed
27th March 2018), bin emptied and grass cut 29th March 2018.
- 248/17-18 Police Report**
As some of you may be aware, PCSO Mike Froment has moved on to become a
Police Officer. My name is Glen and going forward, I'll be the local officer
covering your area along with Shane. Please don't hesitate to get into contact if
you require anything.
During this time period, there was 1 isolated incident of theft, and 1 isolated
incident of criminal damage. The offenders have not yet been identified. There
have been no other issues in the area. Contact with the primary school
continues as usual, with regular school patrols in place.
If you have any concerns please don't hesitate to get into contact with myself, or
Shane.
Glen.MacLeod@cambs.pnn.police.uk
Shane.Green@cambs.pnn.police.uk
Or alternatively you can contact us on whittlesey.npt@cambs.pnn.police.uk
- 249/17-18 Benwick Christmas Lights**
No one turned up from the Christmas Lights Committee
- 250/17-18 Litter Bins**
The Litter Bin situation, in particular the Old West area of the village, was
discussed. It was Proposed by Cllr Chapman, and AGREED, to leave this until **Agreed**
more than one person requests action
- 251/17-18 Village Benches**
a) Cemetery and Chapel Gardens (Benches x 3)
Ransonmoor Grant funding has been obtained to purchase 2 benches of
recycled material, a total of £1154.14 has been granted.
It was Proposed by Cllr Chapman, and AGREED, that Bench 1 in Gardens (cast **Agreed**

	iron) be removed altogether and Bench 2 be replaced with a new one. It was Proposed by Cllr Chapman, and AGREED, that the Clerk gets quotes for installation of the benches from the same person as installs the Memorial bench, and others, to include quotes for fitting 2 paving slabs (may be removal of concrete blobs).	Agreed																					
	b) War Memorial Bench It was Proposed by Cllr Chapman, and AGREED, that Quote A (EKS Construction at £400) be accepted for the fitting of the War Memorial bench																						
252/17-18	County & District Councillors Reports Cllr Butcher reported lots of changes at FDC, new portfolio holders etc. Cllr Miscandlon nothing new to report. Kings Dyke Crossing update, it is still planned to open Spring 2020. Pothole repair machine is now working in the area																						
253/17-18	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. Leave on agenda																						
254/17-18	Planning Applications Granted F/YR18/0064/F Erection of a single storey rear extension to existing dwelling involving demolition of existing conservatory 24 Doddington Road Benwick March Cambridgeshire PE15 0UT																						
255/17-18	The Pound: Still trying to get formal quotes regarding placement of a storage container to include sizes and costs of the purchase as actioned at 4 th December meeting.																						
256/17-18	Income & Expenditure a) It was Proposed by Cllr Chapman, and AGREED, that members considered and approved the following accounts for payment <table> <tr> <td>ISS Facility Services</td><td>Cemetery Maintenance</td><td>£364.32</td></tr> <tr> <td>CGM Landscapes</td><td>Verge Cutting</td><td>£70.08</td></tr> <tr> <td>Anglian Water (dd)</td><td>Water Rates</td><td>£19.00</td></tr> <tr> <td>J Richardson</td><td>Admin – 01/04/18</td><td>£403.96</td></tr> <tr> <td>J Richardson</td><td>Reimbursement-Expenses</td><td>£42.36</td></tr> <tr> <td>CAPALC</td><td>GDPR Workshop</td><td>£35.00</td></tr> <tr> <td colspan="2">TOTAL</td><td>£934.72</td></tr> </table> b) Clerks report on the March Bank Balances and reconciliation statement is at Appendix 1 c) Clerks report on end of year finances (budget v performance) is at Appendix 2. d) It was Proposed by Cllr Chapman, and AGREED, that £1500 be put into allotments and £1500 into Mooring earmarked reserves e) It was Proposed by Cllr Chapman, and AGREED, that the Asset Register, proposed, at end of March 2018 is correct. f) The Balance sheet at end March 2018 was discussed. It was Proposed by Cllr Chapman, and AGREED, to accept the Balance Sheet as correct g) The Internal Audit arrangements were discussed and the Clerk was authorised to take the paperwork to the Internal Auditor h) Clerk sought permission to set up Tradeshift account re Invoices to CCC It was Proposed by Cllr Chapman, and AGREED, that Clerk sets up account	ISS Facility Services	Cemetery Maintenance	£364.32	CGM Landscapes	Verge Cutting	£70.08	Anglian Water (dd)	Water Rates	£19.00	J Richardson	Admin – 01/04/18	£403.96	J Richardson	Reimbursement-Expenses	£42.36	CAPALC	GDPR Workshop	£35.00	TOTAL		£934.72	Agreed
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257/17-18	External Audit a) To discuss and agree the Annual Governance Statement 2017-18. It was Proposed by Cllr Chapman, and AGREED, that the Annual Governance Statement be signed b) To discuss and agree the Accounting Statements 2017-18. It was Proposed by Cllr Chapman, and AGREED, that accounting statement be signed	Agreed																					
258/17-18	2018/19 Local Highways Improvement Bid It was Proposed by Cllr Chapman, and AGREED, that the Highways proposals for the LHI bid are accepted, and Clerk to inform Highways	Agreed																					
259/17-18	Annual Meeting To discuss and agree date for Parish Council Annual Meeting. It was Proposed by Cllr Chapman, and AGREED, to be Tuesday 8 th May 2018	Clerk Agreed																					
260/17-18	Annual Parish Assembly To discuss and agree date for Annual Parish Assembly 2018. It was Proposed by Cllr Chapman, and AGREED, Monday 23 rd April at 7.30pm	Clerk Agreed																					
261/17-18	Traffic Calming Measures																						

	Discussion took place on previous traffic calming schemes undertaken. Cllrs to consider ideas ahead of the next round of LHI bids	All Cllrs
262/17-18	Allotments It appears that Community Payback have been undertaking the allotment clearance project for September Gardens today. Clerk to investigate work done	Clerk
263/17-18	Grass Verge and Cemetery Grass Verges a) Contract received from CGM and needs to be read and agreed to, signed and returned. It was Proposed by Cllr Chapman, and AGREED, that the Clerk and Chairman read through, agree, and sign Cemetery a) ISS Landscaping has been taken over by Sullivan Street Partners from 30 th April 2018, and will now be called Tivoli. b) Gate to Cemetery has dropped and is not opening and closing very easily. It was Proposed by Cllr Chapman, and AGREED that he has a look at this and attempts a repair	Agreed Cllr Chapman & Clerk
264/17-18	GDPR Update: a) Update from Clerk re attendance at workshop on 15 th March was given NALC lobbying the government to help with the funding of providing Data Protection Officers for Parish Councils. Printed copy of NALC GDPR Toolkit received Designate Data Protection Officer discussed. There are 2 new principles under GDPR:- 1. Transparency, which means you have to tell people if you are processing their data 2. Accountability, which says you have to document how you deal with peoples data e.g the purpose and the legal basis. Cyber Security will become a very important issue, if a Parish Council is hacked there is a large cost for the recovery of data. Recommendations are not to use names in Agenda's and Minutes and the Clerks Salary should be labelled as such and not include individual name. Parish Council should consider encryption for emails and also documents stored. CAPALC is currently trialling the use of .gov for Councillors emails and websites. There are 6 steps that are recommended for Parish Councils to work through to enable compliance with GDPR:- 1. Do a data audit which involves listing all the different purposes e.g Meetings, newsletters and the reason that the data is used for e.g public interest 2. Take the audit info for each category e.g employee and work through the basis for holding this information. This may include removing data of old contacts etc 3. Develop Data Privacy Notices and work through the Internal Processes required for people to exercise their rights e.g to be forgotten 4. Do a risk assessment of data regarding breaches e.g cybersecurity 5. Work out actions to be taken should a data breach occur, as this has to be notified to ICO within 72 hours 6. Get the Data Protection Officer to come in and audit everything to make sure you are fully compliant. Email received from CAPALC 9th April 2018 states:- County wide DPO scheme. The cost of being part of the county wide scheme will be an annual cost of: <ul style="list-style-type: none"> • £25 for councils with an annual spend not exceeding £25,000 • £50 for councils with a spend above £25,000 and less than £200,000 • £75 for councils with a spend above £200,000 This fee includes a triage arrangement based on telephone support for member councils to help them through the initial paperwork in line with the NALC GDPR Toolkit when a breach is suspected and a referral for the council to negotiate further professional support at their cost from CAPALC's support partner for GDPR issues. b) GDPR permission for notification of Civic Events from FDC discussed It was Proposed by Cllr Chapman, and AGREED, that contact be agreed to.	Agreed Cllr Chapman
265/17-18	Correspondence a) Rural Services Network Bulletins (emailed 07/03/18, 13/03/18, 19/03/18, 21/03/18, 27/03/18, 03/04/18, 04/04/18) b) FDC Press Releases (emailed 02/02/18, 04/04/18)	Agreed Clerk

- c) Highway Events Diary Roadworks & Events Bulletin 1st - 15th March 2018 (emailed 02/02/18) Highway Events Diary - March 2018 (emailed 07/03/18) Roadworks & Events Bulletin 16th - 31st March 2018 (emailed 19/03/18)
- d) CAPALC EOM AGM - 22nd March 2018 (emailed 07/03/18)
- e) CPRE Campaigns (emailed 07/03/18, 13/03/18)
- f) FDC Press releases (emailed 07/03/18, 23/03/18)
- g) News From The Police And Crime Commissioner (emailed 12/03/18)
- h) CCC Street Lights LED Lantern replacement works (emailed 13/03/18)
- i) CAPALC Bulletin March 2018 (emailed 13/03/18)
- j) NALC Chief Executive Bulletin (emailed 13/03/18, 21/03/18), On line survey (emailed 23/03/18), Chief Executive Bulletin - 12-23 March (emailed 27/03/18)
- k) Cambridgeshire Matters Newsletter March 2018 (emailed 19/03/18)
- l) Cambs ACRE Village Hall & Community Buildings Conference 2018 (emailed 27/03/18)
- m) CPRE Deposit return system announced for England (emailed 03/04/18)

266/17-18 Motion to exclude Press and Public

It was Proposed by Cllr Chapman, and AGREED, to exclude Press and Public as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted

Agreed

267/17-18 Town Ground Allotments

Tenancy agreements and Invoicing of Town Ground Allotments discussed. Invoices to be sent to current tenants, whilst allowing the current farming arrangements to continue until the end of the tenancy in Sept 2018.

Clerk

Advert for Tenancy, and agreement, to be placed on June Agenda

Clerk

268/17-18 Clerks Annual Leave

To discuss and agree to carry forward unused Annual Leave to 2018/19. It was Proposed by Cllr Chapman, and AGREED, that the Clerk be authorised to carry forward 8 days of annual leave.

**Agreed
Clerk**

269/17-18 Agenda Items/Next Meeting

Annual Assembly to be held on Monday 23rd April 2018 at 7.30pm
Parish Council Annual Meeting to be held on Tuesday 8th May 2018 at 7.30pm.
Items for the agenda to be with the Clerk by Tuesday 1st May 2018

Meeting Closed at 21.12

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2018			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	31/03/2018						
Approved by			Chair				
Date	09/04/2018						
Balance per bank statements as at 28/03/2018				£		£	
Current Account				26678.47			
NS&I				20973.08			
						47,651.55	
Less: Unpresented Cheques							
Cheque Number							
		chq 22515	130.00				
						130.00	
Add: Any unbanked cash in transit						0.00	
Net bank balances as at						47,521.55	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				54,994.67			
Add: Receipts to date				24,295.37			
Less: Payments to date				31,768.49			
Closing Balance				47,521.55			
Earmarked Reserves:							
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	£370.00						
General Reserve	£21,176.10						
		E M TOTAL	£26,345.45				

Appendix 2

BENWICK PARISH COUNCIL						
	ACTUAL SPEND	ACTUAL SPEND	ACTUAL SPEND	AGREED BUDGET		ACTUAL SPEND
	2014-15	2015-16	2016-17	2017-18		2017-18
INCOME:						
Maintenance Grants:	£10,609.00	£10,609.00	£10,715.00	10,715.00	Precept	£10,715.00
Council Tax Support Grant	£1,288.00	£1,288.00	£1,272.00	848.00	Council Tax Support Grant	£848.00
	£2,687.00	£2,687.00	£985.00	985.00	Concurrent	£985.00
	£703.88	£703.88	£703.88	350.00	Grass Cutting	£703.88
Rents:	£875.00	£875.00	£875.00	875.00	Town	£875.00
	£270.00	£170.00	£155.00	-	September Gardens	
Recycling Credits	£8.32	£27.74	£39.07	40.00		£0.00
VAT Refund	£732.15	£434.50	£234.67	250.00		£3,989.37
Burials	£1,908.75	£1,282.50	£294.75	250.00		£80.75
Bank Interest	£153.32	£154.47	£124.67	75.00		£98.37
Rates Refund			£77.12		Windfarm Grant	£6,000.00
SUB TOTALS:	£19,235.42	£18,232.09	£15,476.16	14,388.00		£24,295.37
Sundries	£0.00		£0.00	-		
	£0.00		£0.00	-		
TOTALS:	£19,235.42	£18,232.09	£15,476.16	14,388.00		£24,295.37
Rates	339.60	324.62	£475.79	400.00		423.07
Room Hire	182.00	131.25	161.25	200.00		165.00
Subscriptions:	17.00	17.00	17.00	17.00	NALC LCR Magazine	17.00
	371.53	297.43	294.41	300.00	CAPALC	301.64
	54.00	54.00	45.00	45.00	Camb's Acre	46.25
	64.50	59.00	88.00	90.00	SLCC	78.00
	12.00	12.00	12.00	12.00	Clerks & Councils Magazine	12.00
Maintenance	811.53	698.02	700.74	700.82	Verges	700.80
	2,840.55	3,425.84	3,465.00	3,150.00	Cemetery	1,805.70
		863.07			Street Lights	
	-				Allotments	
Insurance	578.80	627.02	621.49	650.00		648.39
Energy	1,158.52	894.53				
Professional Charges	100.00	120.00	120.00	120.00	Internal Auditor	120.00
	100.00	100.00	100.00	100.00	External Auditor	100.00
	35.00	35.00	35.00	35.00	ICO	35.00
					Computer Security	
Sundries	229.04	41.83	195.00	200.00		129.12
Telephone/Internet	104.90	117.58	79.42	150.00		95.45
Post & Stationery	72.82	84.60	199.32	100.00		181.72
Travel	33.75	27.45	34.65	50.00		39.60
Clerk's annual office expenses	150.00	150.00	150.00	150.00		150.00
Planting & Maintenance	165.29	44.29	-	75.00		-
Training	699.50	17.50	218.50	200.00		79.00
VAT Paid	678.89	427.30	312.46	250.00		4,260.39
Wages/PAYE-NI	3,971.81	3,353.90	3,218.31	4,000.00		3,827.24
SUB TOTALS:	12,771.03	11,923.23	10,543.34	10,994.82		13,215.37
Election		231.08		1,000.00		-
Development Projects		-		2,000.00		-
Tourism (Cycle Races)	185.84	52.66		0.00		
Local Highways Improvement		131.17		-		
Play Park	67.00	642.50		-		
WW1 Commemoration	1,245.20					
Xmas Decorations	55.26	18.28		150.00		-
S137 Payment	25.00	25.00	30.00	30.00	British Legion Poppy Wreath	30.00
Donations/Charity	30.00	395.00	200.00	200.00		130.00
TOTALS:	14,379.33	13,418.92	10,773.34	14,374.82		13,375.37
Parish Plan				532.89		
Verge Planting				151.40		
Cemetery Extension				22,357.50		14,200.00
Street Lighting				11,500.00		
The Pound				2,000.00		
War Memorial				2,000.00		
Mooring			303.22	2,196.78		563.12
Allotments		1,000.00		1,000.00		630.00
Play Park				3,000.00		3,000.00
TOTALS:	14,379.33	13,418.92	11,076.56	59,113.39		£31,768.49