

# BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 2<sup>nd</sup> July 2018 in the Side Room of the Village Hall in High Street, Benwick PE15 0XA

<b>Present</b>	Cllrs M Chapman (Chair); L Keppel-Spoor; R Emmitt; R Few; L Robinson; A Cade; R Taylor; D Connor (CCC); J Richardson (Clerk) and 10 members of the public	
<b>056/18-19</b>	<b>Apologies for Absence</b> Cllr A Miscandlon (FDC);	
<b>057/18-19</b>	<b>Declarations of Interest</b> No declarations of interests received	
<b>058/18-19</b>	<b>PUBLIC TIME</b> Complaint received regarding the hedges along the High Street, Clerk to report. Trees overhanging footpath at 34 Lilyholt Road, Clerk to report Benwick In Bloom has had copies printed of the proposed plaque on the Pound. Judging of Anglia In Bloom on Thursday 3 <sup>rd</sup> July about 15.30. Thank you to everyone who has helped around the village. Copy of Portfolio handed to Parish Council. Community Payback are to tidy up the hedges along Nene Parade tomorrow. Grass verge cutting raised, which was very uneven and not to a good standard. It was stated that Tivoli have been back and hopefully CGM will be back soon to cut the verges again. Hopefully there will not be a repeat of this again. The children's grave area was mentioned and it was hoped that this matter will be resolved as soon as possible. Questions were asked about the 3 acres of land for rent down Whittlesey Road, it has to be an agricultural crop so horses cannot be kept there. Trees cannot be grown as it is let on an annual basis. Public Time Closed at 19.43	<b>Clerk Clerk</b>
<b>059/18-19</b>	<b>Confirmation of Minutes</b> It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 4 <sup>th</sup> June 2018	<b>Agreed</b>
<b>060/18-19</b>	<b>Matters Arising</b> Unsafe tree in Chapel Gardens reported to Highways 6 <sup>th</sup> June 2018. Reply rec'd <i>"The Tree Sits on Land that is not Public Highway. I have asked our Asset Team to perform a Land Registry Search to assess ownership. I will update you as soon as I have some information"</i>	
<b>061/18-19</b>	<b>Co-Option of Councillor</b> It was Proposed by Cllr Chapman, and AGREED, to co-opt Robert Taylor onto the Parish Council. Cllr Robert Taylor signed the declaration of acceptance of office and joined the Parish Council. The Clerk to organise relevant paperwork	<b>Agreed  Clerk</b>
<b>062/18-19</b>	<b>Police Matters</b> No items of note in the police report, regarding Benwick. People are requested to close windows when leaving property unattended to avoid burglaries.	
<b>063/18-19</b>	<b>County &amp; District Councillors Reports</b> Cllr Connor had nothing to report at this stage	
<b>064/18-19</b>	<b>Street Lighting</b> At last meeting letter received from FDC re how much the Parish Council will be required to pay for maintenance and power costs of street lights. Date of reply was 22 <sup>nd</sup> June and Cllr Chapman was actioned to discuss this with Trevor Watson. There is a move for FDC to have a meeting with all Parish Council's, it was highlighted that this may be difficult. An invitation to a meeting on 4 <sup>th</sup> July at 7pm has been received and it was felt that a representative be sent. It was Proposed by Cllr Chapman, and AGREED, that he and the Clerk attends the meeting on 4 <sup>th</sup> July. It was noted that the Parish Council has no legal obligation to provide street lighting. Cllr Connor reported that a meeting of some Parish Councils had been held with Electrical Testing and they are looking to go with ET, rather than the FDC offer.	<b>Agreed</b>
<b>065/18-19</b>	<b>Tour of Cambridgeshire Cycle Race</b> No feedback has been received from villagers.	
<b>066/18-19</b>	<b>Village Benches</b>	

	a) Cemetery and Chapel Gardens (Benches x 3). Current situation is that Chapel Gardens bench is awaiting work on tree first. Hopefully this will be undertaken soon.																									
	b) War Memorial Bench. No update, not received yet. It has been suggested by Highways that the Litter Bin could be moved too. Cllr Connor to be informed when the bench is in situ, and he will contact FDC re moving of bin.	<b>Cllr Connor</b>																								
<b>067/18-19</b>	<b>Highways</b> a) There will not be a Local Highways Improvement Bid 2019-20 submitted. b) Cllr Connor has visited the village and has a list of potholes etc. to be repaired. The state of Ibbersons Drove was mentioned. Cllr Connor to raise this with Highways.	<b>Cllr Connor</b>																								
<b>068/18-19</b>	The hedges at the top of Floods Ferry were raised. Clerk to report.	<b>Clerk</b>																								
	<b>The Pound</b> a) One quote received, regarding placement of a storage container. Work is still progressing, and needs to wait for other quotes. b) To discuss and agree request from																									
	It was Proposed by Cllr Chapman, and AGREED, that the Parish Council agree to Benwick In Bloom putting Information Boards on the Pound in principal. It was Proposed by Cllr Chapman, and AGREED, that the signs be put up on a temporary installation basis until the final plan for the pound is agreed.	<b>Agreed</b> <b>Agreed</b>																								
<b>069/18-19</b>	<b>Income &amp; Expenditure</b> a) Rec'd 1 <sup>st</sup> Concurrent Grnt £485.00 b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment	<b>Agreed</b>																								
	<table> <tr> <td>Tivoli</td><td>Cemetery Maintenance</td><td>£382.54</td></tr> <tr> <td>CGM Landscapes</td><td>Verge Cutting</td><td>£63.36</td></tr> <tr> <td>J Richardson</td><td>Admin – 27/05/18</td><td>£397.96</td></tr> <tr> <td>J Richardson</td><td>Reimbursement-Expenses</td><td>£222.40</td></tr> <tr> <td>L Keppel-Spoor</td><td>Reimbursement-Expenses re Allotments</td><td>£80.40</td></tr> <tr> <td>Benwick Street Pride</td><td>Bus Shelter Paint</td><td>£24.15</td></tr> <tr> <td>Volunteer Group</td><td></td><td></td></tr> <tr> <td colspan="2"><b>TOTALS</b></td><td><b>£1170.81</b></td></tr> </table>	Tivoli	Cemetery Maintenance	£382.54	CGM Landscapes	Verge Cutting	£63.36	J Richardson	Admin – 27/05/18	£397.96	J Richardson	Reimbursement-Expenses	£222.40	L Keppel-Spoor	Reimbursement-Expenses re Allotments	£80.40	Benwick Street Pride	Bus Shelter Paint	£24.15	Volunteer Group			<b>TOTALS</b>		<b>£1170.81</b>	
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	c) Clerks report on the June Bank Balances and reconciliation statement is at Appendix 1																									
<b>070/18-19</b>	<b>Grass Cutting Contracts</b> a) It was Proposed by Cllr Chapman, and AGREED, that the Clerk phones CGM to remind them that they are not cutting the verges to the previous standard. b) The mooring flowerbeds have been strimmed when cutting. It was Proposed by Cllr Chapman, and AGREED, that the Clerk or Chairman phone Tivoli to ask them to be more careful of the mooring flowerbeds.	<b>Agreed</b> <b>Agreed</b>																								
<b>071/18-19</b>	<b>Cemetery</b> a) It was Proposed by Cllr Chapman, and AGREED, that a working party be assembled to mark out the area for the new Children's Burial Plots. Within a budget of £500 during the next month. The actual works required to be carried out by Parish Council to prepare an adequate child burial area, in the centre part of new area of the Cemetery. b) The discussion and agreement of burial fees and regulations for 2018/19 to be carried forward to next month. Clerk to email Cemetery fees and regulations to all Cllrs.	<b>Agreed</b> <b>Clerk</b>																								
<b>072/18-19</b>	<b>Allotments</b> a) Quote received from CGM for the weedkilling of £120. It was Proposed by Cllr Chapman, and AGREED, to accept this quote. The ploughing is then to be arranged for 2 weeks after. b) The Town Ground allotments can only have Arable crops, grass will cause problems when going back to crops. No livestock. No fencing.	<b>Agreed</b>																								
<b>073/18-19</b>	<b>Orchards East Heritage Lottery Funded project</b> No action is required regarding the request for volunteers to help with project.																									
<b>074/18-19</b>	<b>GDPR</b> To discuss and agree current position regarding compliance with GDPR and identify further actions required a) It was Proposed by Cllr Chapman, and AGREED, that the Councillors Privacy Notice drawn up for agreement at 2 <sup>nd</sup> July Parish Council Meeting be accepted b) It was Proposed by Cllr Chapman, and AGREED, that the Allotment Tenants	<b>Agreed</b> <b>Agreed</b>																								

Privacy Notice drawn up for agreement at 2<sup>nd</sup> July Parish Council Meeting be accepted

c) It was Proposed by Cllr Chapman, and AGREED, that the Purchase of Exclusive Rights Privacy Notice drawn up for agreement at 2<sup>nd</sup> July Parish Council Meeting be accepted **Agreed**

d) It was Proposed by Cllr Chapman, and AGREED, that the Retention and Disposal Policy drawn up for agreement at 2<sup>nd</sup> July Parish Council Meeting be accepted. **Agreed**

The Clerk is to now work through the Retention and Disposal Policy and any doubts on documents to be brought back to the Parish Council **Clerk**

**075/18-19 Chairman and Councillors Training**

To discuss and agree training requirements. It was Proposed by Cllr Chapman, and AGREED, that 4 Councillors are interested in Councillor training. The Clerk is to inform Doddington Parish Council who are arranging the training **Agreed Clerk**

**076/18-19 Correspondence**

a) Rural Services Network, bulletin (emailed 04/06/18, 06/06/18, 11/06/18, 13/06/18, 20/06/18, 25/06/18, 26/06/18, 27/06/18)

b) FDC Press releases (emailed 04/06/18,)

c) Highways Roadworks & Events Bulletin 1st - 15th June 2018 (emailed 04/06/18), Roadworks & Events Bulletin 16th - 30th June 2018 (emailed 20/06/18)

d) Cambs Acre Neighbourhood Planning Peer Networking and Learning Event (emailed 04/06/18)

e) Highway Events Diary - June 2018 (emailed 04/06/18)

f) Scams posters (emailed 20/06/18)

g) CAPALC Bulletin (emailed 25/06/18)

h) Hate Crime Reporting Centre (emailed 25/06/18)

i) Invitation to GCGP housing event (emailed 26/06/18)

j) Annual Canvass 2018 (emailed 27/06/18)

**077/18-19 Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 6<sup>th</sup> August 2018.

Items to be included on Agenda should be with the Clerk by Monday 30<sup>th</sup> July 2018

Meeting Closed at:- 21.15

Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2019			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	02/07/2018						
Approved by			Chair				
Date	02/07/2018						
<b>Balance per bank statements as at 02/07/2018</b>				<b>£</b>		<b>£</b>	
Current Account				29450.49			
NS&I				20973.08			
						50,423.57	
Less: Unpresented Cheques							
Cheque Number							
				50.00			
						50.00	
Add: Any unbanked cash in transit							
<b>Net bank balances as at</b>						<b>50,373.57</b>	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				47,521.55			
Add: Receipts to date				8,249.06			
Less: Payments to date				5,397.04			
<b>Closing Balance</b>				<b>50,373.57</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	£3,133.66						
Allotments	£1,870.00						
General Reserve	£21,028.12						
				<b>E M TOTAL</b>	<b>£29,345.45</b>		