

BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 1st April 2019 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; B Taylor; D Connor (CCC); R Butcher (FDC); A Miscandlon (FDC), J Richardson (Clerk) and five members of the public	
255/18-19	Apologies for Absence Cllrs:- L Robinson; A Cade, R Butcher (FDC), D Connor (CCC)	
256/18-19	Declarations of Interest None declared	
257/18-19	PUBLIC TIME Cllr Miscandlon left the room Scheme presented regarding the pre planning of new houses on Ramsey Road. Cllr Miscandlon returned to the room. Trees between the two bridges and hedges on High Street bungalows all need trimming, Clerk to report. Fly tipping on Lilyholt Road. Clerk to report. Cars and Vans still parked on grass verges when they could park on the road. Cllr Chapman to raise with Police Village Sign is dirty and needs cleaning, agenda item next month Public Time closed at 7.45pm	Clerk Clerk Cllr Chapman Clerk
258/18-19	Confirmation of Minutes It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 4 th March 2019	Agreed
259/18-19	Matters Arising Damaged sign near footbridge reported to Highways 27/03/19	
260/18-19	Police Matters a) Police report discussed and Community Engagement in Benwick Bus Shelter on Monday 8 th April 10.00-11.00 noted	
261/18-19	County & District Councillors Reports Cllr Miscandlon reported that District Council Elections are taking place on May 2nd	
262/18-19	Dog Fouling Map of areas of concern given to Cllr Miscandlon, and times highlighted, which will be passed onto the appropriate people at FDC	Cllr Miscandlon
263/18-19	Street Lighting a) Street lighting survey has been completed and Clerk is to look at information provided in order to draw up a plan for the Council to discuss b) Concurrent Functions Grant no update from Cllr Chapman	Clerk
264/18-19	Benches on Riverbank Discussion regarding placing new benches took place. It was Proposed by Cllr Chapman, and AGREED, that an application will be put to Ransonmoor Wind Farm Fund to purchase at least one new bench to place on the river bank. Clerk to work on	Agreed Clerk
265/18-19	Footbridge To discuss current state of footbridge and discuss actions to be taken. It was Proposed by Cllr Chapman, and AGREED, to highlight concerns of deterioration, and it was stated that post installation maintenance was never done, and maintenance is required. Clerk to report to Highways	Clerk
266/18-19	The Pound a) Discussion regarding placement of a storage container to include sizes and costs of the purchase of a container as actioned at 4th December 2018 meeting. Cllr Emmitt requested that this be taken off the agenda until further work can be done.	
267/18-19	Income & Expenditure a) It was Proposed by Cllr Chapman, and AGREED that members considered and approved the following accounts for payment Tivoli Cemetery Maintenance £150.70 CGM Landscapes Verge Cutting £44.48 J Richardson Salary £340.80	Agreed

J Richardson	Expenses reimbursement	£32.46
Benwick Village Hall	Room Hire	£80.00
Electrical Testing	Street Light Year 1 Visit	£1554.00
TOTALS		£2202.44

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

c) Clerks report on 2018/19 Year End Accounts and budgets is at Appendix 2

270/18-19

Asset Register

a) It was Proposed by Cllr Chapman, and AGREED, that the Asset Register 2019 is correct **Agreed**

268/18-19

Audit 2018/19

a) To discuss and agree exemption from External Audit 2018/19. It was Proposed by Cllr Chapman, and AGREED, that the Exemption Certificate be completed and sent in **Agreed**

b) Internal Audit requirements for 2018/19 to be handled by the Clerk **Clerk**

c) It was Proposed by Cllr Chapman, and AGREED, that the Annual Governance Statement was completed and signed **Agreed**

d) It was Proposed by Cllr Chapman, and AGREED, that the Accounting Statements be signed **Agreed**

269/18-19

Risk Register

It was Proposed by Cllr Chapman that the Risk Register for 2018/19 be approved with the addition of the GDPR Data Protection Officer, and this was AGREED **Agreed**

271/18-19

Insurance

To discuss and agree 2019 Insurance Renewal. It was Proposed by Cllr Chapman, and AGREED, that proposed coverage is satisfactory

272/18-19

Website Accessibility

Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 were discussed.

It was Proposed by Cllr Chapman, and AGREED, that all Cllrs look at the website with a view to how it works, and Clerk to place on next agenda

**Agreed
All Cllrs
Clerk**

273/18-19

Correspondence

a) Rural Services Network, bulletin (emailed 07/03/19, 13/03/19, 20/03/19, 26/03/19)

b) Highway Events Diary - March 2019 (emailed 04/03/19)

c) CCC Local Validation List Consultation 2019 (emailed 04/03/19)

d) Highways Roadworks & events report 1st - 15th March 2019 (emailed 03/04/19), Roadworks & events report 16th - 31st March 2019 (emailed 15/03/19), Roadworks & events report 1st - 15th April 2019 (emailed 27/03/19)

e) NALC Chief Executive Bulletin - 01/03/19 (emailed 07/03/19), NALC Chief Executive Bulletin - 08/03/19 (emailed 11/03/19), NALC Chief Executive Bulletin - 15/03/19 (emailed 20/03/19), NALC Chief Executive Bulletin - 22/03/19 (emailed 27/03/19)

f) FDC Press releases (emailed 11/03/19, 20/03/19)

g) Cambridgeshire and Peterborough Minerals and Waste Local Plan Further Draft Consultation (emailed 15/03/19)

h) CAPALC Bulletin - March 2019 (emailed 15/03/19)

i) Cambridgeshire Matters - March 2019 (emailed 20/03/19)

j) CPRE A litter-free future (emailed 20/03/19)

k) Cambridgeshire Local Councils - Survey of Councillors 2019 (emailed 26/03/19)

l) IHMC Incident Report February 2019 (emailed 26/03/19)

m) NALC Policy E-Briefing PC6-19–Audit Code of Practice (emailed 27/03/19)

274/18-19

Agenda Items/Next Meeting

The date of the next Parish Council Meeting (Annual Meeting) will be Monday 13th May 2019. Items to be included on Agenda should be with the Clerk by Monday 6th May 2019

Meeting Closed at 20.40
Appendix 1

Bank Reconciliation				Financial Year ending 31 March 2019			
Benwick Parish Council							
Prepared by Jacquie Richardson (Clerk & RFO)							
Date	31/03/2019						
Approved by		Chair					
Date	01/04/2019						
Balance per bank statements as at 31/03/2019				£		£	
Current Account				29,393.25			
NS&I				21,125.18			
						50,518.43	
Less: Unpresented Cheques							
Cheque Number				120.00			
						120.00	
Add: Any unbanked cash in transit							
Net bank balances as at						50,398.43	
The net balances reconcile to the Cash Book, as follows:-							
Opening Balance				47,521.55			
Add: Receipts to date				19,190.80			
Less: Payments to date				16,313.92			
Closing Balance				50,398.43			
Earmarked Reserves:							
Parish Plan	£532.89						
Verge Planting	£127.23						
Cemetery Extension	£7,494.17						
Street Lighting	£11,500.00						
The Pound	£2,000.00						
War Memorial	£2,000.00						
Mooring	£3,133.66	E M TOTAL		£27,979.30			
Allotments	£1,191.35						
General Reserve	£22,419.13						

Appendix 2

BENWICK PARISH
COUNCIL

	ACTUAL SPEND	ACTUAL SPEND	Agreed Budget	
	2016-17	2017-18	2018-19	
INCOME:				
Maintenance Grants:	£10,715.00	£10,715.00	11,037.00	Precept
Council Tax Support Grant	£1,272.00	£848.00	424.00	Council Tax Support C
	£985.00	£985.00	985.00	Concurrent
	£703.88	£703.88	703.88	Grass Cutting
Rents:	£875.00	£875.00	875.00	Town
	£155.00		0.00	September Gardens
Recycling Credits	£39.07	£0.00	40.00	
VAT Refund	£234.67	£3,989.37	250.00	
Burials	£294.75	£80.75	250.00	
Bank Interest	£124.67	£98.37	75.00	
Rates Refund	£77.12	£6,000.00		Windfarm Grant
SUB TOTALS:	£15,476.16	£24,295.37	£14,639.88	
Sundries	£0.00			
	£0.00			
TOTALS:	£15,476.16	£24,295.37	£14,639.88	
Rates	£475.79	423.07	400.00	
Room Hire		165.00	200.00	

	161.25			
Subscriptions:		17.00	17.00	NALC LCR Magazine
	17.00			
		301.64	301.64	CAPALC
	294.41			
		46.25	45.00	Cambs Acre
	45.00			
		78.00	78.00	SLCC
	88.00			
		12.00	12.00	Clerks & Councils Ma
	12.00			
Maintenance		700.80	700.82	Verges
	700.74			
		1,805.70	3,150.00	Cemetery
	3,465.00			
				Street Lights Allotments
Insurance		648.39	648.39	
	621.49			
Energy				
Professional Charges		120.00	120.00	Internal Auditor
	120.00			
		100.00	100.00	External Auditor
	100.00			
		35.00	35.00	ICO
	35.00			
				Computer Security
Sundries		129.12	200.00	
	195.00			
Telephone/Internet		95.45	150.00	
	79.42			
Post & Stationery		181.72	120.00	
	199.32			
Travel		39.60	50.00	
	34.65			
Clerk's annual office expenses		150.00	150.00	
	150.00			
Planting & Maintenance		-	75.00	
	-			
Training		79.00	200.00	
	218.50			
VAT Paid		4,260.39	250.00	
	312.46			
Wages/PAYE-NI		3,827.24	4,000.00	
	3,218.31			
SUB TOTALS:		13,215.37	11,002.85	
	10,543.34			
Election		-	1,000.00	
Development Projects		-	2,000.00	
Tourism (Cycle Races)				
Local Highways Improvement				
Play Park				
WW1 Commemoration				

Xmas Decorations	-	150.00	
S137 Payment	30.00	30.00	British Legion Poppy V
	30.00		
Donations/Charity	130.00	200.00	
	200.00		
TOTALS:	13,375.37	14,382.85	
	10,773.34		
Parish Plan			
Verge Planting			
Cemetery Extension	14,200.00		
Street Lighting			
The Pound			
War Memorial			
Mooring	563.12		
	303.22		
Allotments	630.00		
Play Park	3,000.00		
TOTALS:	£31,768.49	£14,382.85	
	11,076.56		