



BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 13th May 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; A Cade; B Taylor; A Miscandlon (FDC); B Wicks (FDC), J Richardson (Clerk) and two members of the public
- 001/19-20 Election of Chairman**
It was Proposed by Cllr Keppel-Spoor, and AGREED, that Cllr Chapman be elected as Chairman of the Parish Council and his Declaration of Acceptance of Office was duly signed **Agreed**
- 002/19-20 Election of Vice Chairman**
It was Proposed by Cllr Emmitt, and AGREED, that Cllr Keppel-Spoor be elected as Vice-Chairman of the Parish Council and her Declaration of Acceptance of Office was duly signed **Agreed**
- 003/19-20 Apologies for Absence**
Cllr Connor (CCC)
- 004/19-20 Declarations of Interest**
Nothing declared
- 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
It was Proposed by Cllr Chapman, and AGREED, that everything remains at Council level, unless working parties are needed for detailed work **Agreed**
- 006/19-20 Bank Signatories**
It was Proposed by Cllr Chapman, and AGREED, that the bank signatories remain as they are currently, Cllrs Chapman, Keppel-Spoor and Few **Agreed**
- 007/19-20 Internal Auditor**
a) It was Proposed by Cllr Chapman, and AGREED, that the current Internal Audit arrangements are effective **Agreed**
b) It was Proposed by Cllr Chapman, and AGREED, that I Cooper be appointed as Internal Auditor for 2019/20. Clerk to inform **Agreed Clerk**
- 008/19-20 PUBLIC TIME**
Speeding on Doddington Road is increasing, Cllr Chapman to email Sgt Lugg regarding this matter, discussion took place regarding tackling this issue within the LHI bid **Cllr Chapman**
A tree has fallen into the river from Nene Parade, Cllr Chapman to look into this matter **Cllr Chapman**
Public Time closed 19.43
- 009/19-20 Confirmation of Minutes**
It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 1st April 2019 **Agreed**
- 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) Nothing to report for Benwick

012/19-20 County & District Councillors Reports

Councillor Wicks reported that patching has taken place on the road from Whittlesey to Benwick, further work as it is due to drought damage, will need central funding.

Cllr Miscandlon stated that he and Cllr Connor have reported the above road on more than one occasion, and he will check on the current status.

Dog fouling area map has been handed to officers at FDC and it is now on the radar of Kingdom to conduct patrols

013/19-20 Co-Option of Parish Councillor

Two individuals had expressed an interest in being co-opted as a Parish Councillor. Richard Smith was duly elected as a Parish Councillor. Clerk to inform and make necessary arrangements

Clerk

014/19-20 Village Sign

Cllr Keppel-Spoor is to clean the village sign

Cllr Keppel-Spoor

015/19-20 Trees at Telephone Exchange

The trees at the back of the telephone exchange are causing concern to neighbours. Cllr Keppel-Spoor will discuss with the concerned parishioner that unfortunately the Parish Council cannot take action in this matter

Cllr Keppel-Spoor

016/19-20 Street Lighting

a) Information on the street lighting survey was provided by the Clerk. The Clerk & Cllr Chapman are to do further work on this report for discussion at next meeting.

**Clerk
Cllr Chapman**

b) The Clerk has emailed UK Power networks regarding the transfer of electricity costs back to Parish Council from FDC

c) Concurrent Functions update from Cllr Chapman, to be discussed at next meeting

017/19-20 Website Accessibility

To discuss and agree actions regarding the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

It was Proposed by Cllr Chapman, and AGREED, that an increase of the font sizes on the website would be an improvement, and now awaiting further advice from SLCC and NALC

**Agreed
Clerk**

018/19-20 Subscriptions

a) It was Proposed by Cllr Chapman, and AGREED, to 2019-20 membership of SLCC at a cost of £106.

Agreed

b) It was Proposed by Cllr Chapman, and AGREED, to 2019-20 subscription to LCR at a cost of £17.

Agreed

c) It was Proposed by Cllr Chapman, and AGREED, to 2019-20 membership of CAPALC at a cost of £341.89 (+ £25 for GDPR Protection).

Agreed

019/19-20 Benches on Riverbank

It was Proposed by Cllr Chapman, and AGREED, that an application be put to Ransonmoor Wind Farm Fund, by Sunday 18th August 2019, to purchase two new benches to place on the river bank, between the two bridges, to include fixings and costs for fixings into paving slabs, and the benches to be the same as those in the Cemetery

**Agreed
Clerk**

020/19-20 Mooring

a) Suggestion of extension of mooring was discussed. Cllr Miscandlon to investigate the possibility of a tourism grant from FDC. Clerk to investigate other funding opportunities and this to be discussed at next meeting

**Cllr Miscandlon
Clerk**

b) It was Proposed by Cllr Chapman, and AGREED, that Cllr Keppel-Spoor will clean and teak oil the benches at the mooring and a budget of £20 was authorised, but the missing plaque will not be replaced

Cllr Keppel-Spoor

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) It was Proposed by Cllr Chapman, and AGREED, that members considered and approved 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) Clerks report on the April Bank Balances and reconciliation statement is at Appendix 1

d) It was Proposed by Cllr Chapman, and AGREED, that no funds be earmarked at present **Agreed**

023/19-20**2018-19 Audit**

a) Internal Audit report was read to the meeting. It was Proposed by Cllr Chapman, and AGREED, to accept the report **Agreed**

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**

It was Proposed by Cllr Chapman, and AGREED, that 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 be proposed as the following items should be discussed in Committee. **Agreed**

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.

It was Proposed by Cllr Chapman, and AGREED, that the recommendations are accepted and the Clerks pay be in accordance with SP11 **Agreed Clerk**

027/19-20**Clerks Appraisal**

All Councillors to provide feedback for the Clerks Appraisal to Cllr Chapman, due date 8th May 2019 **All Cllrs**

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

Meeting Closed at 20.35

Appendix 1

Bank Reconciliation						Financial Year ending 31 March 2020					
Benwick Parish Council											
Prepared by Jacquie Richardson (Clerk & RFO)											
Date		27/04/2019									
Approved by						Chair					
Date		13/05/2019									
Balance per bank statements as at		27/04/2019				£		£			
Current Account						34,354.88					
NS&I						21,125.18					
								55,480.06			
Less: Unpresented Cheques											
Cheque Number											
Add: Any unbanked cash in transit						15.00					
								15.00			
Net bank balances as at								55,495.06			
The net balances reconcile to the Cash Book, as follows:-											
Opening Balance						50,398.43					
Add: Receipts to date						7,299.07					
Less: Payments to date						2,202.44					
Closing Balance						55,495.06					
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									
Allotments		£1,191.35									
General Reserve		£27,515.76									