



BENWICK PARISH COUNCIL

Minutes of a Meeting of the Benwick Parish Council on Monday 6th January 2020 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; R Smith; B Taylor; A Miscandlon (FDC); D Connor (CCC), J Richardson (Clerk) and two members of the public		
172/19-20	Apologies for Absence		
	Cllr B Wicks		
173/19-20	Declarations of Interest		
	Councillors to declare any interests in respect of any item to be discussed at this meeting:-		
	None declared		
174/19-20	PUBLIC TIME		
	It was raised that the allotments are in a terrible mess, suggested that trees planted on there may be a good idea.		
	Dog fouling is still an ongoing issue. County Councillors to mention this to StreetScene.		County Cllrs
	Public Time Closed at 19.36		
175/19-20	Confirmation of Minutes		
	It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meeting held on 2 nd December 2019		Agreed
176/19-20	Matters Arising		
	Footpath obstruction outside 1A Doddington Road reported to Highways 4/12/19. (Landowner contacted and asked to attend to the issue)		
177/19-20	County & District Councillors Reports		
	Report from Cllr Miscandlon, wished all Cllrs a Happy New Year. Scam warning that people should not abbreviate the year 2020 to 20. There are no contractors available currently to take over from Kingdom.		
	Cllr Connor reported that new Highways Officer is now in place.		
	The expected letter from Fenland FDC re street lighting has not been received yet.		
	Ibbersons Drove and Forty Foot road condition was highlighted.		
178/19-20	Buckingham Palace Garden Party		
	Cllr Chapman not interested in attending 2020 Garden Party for Chairmen		
179/19-20	Burial/Cemetery		
	a) No further update on the complaints sent to Tivoli re the works not completed in the Cemetery, Clerk		
	b) No further update on risk assessment for the Cemetery, including head stones, Cllr Chapman		
	c) Memorial request for Cremation Plot C21 was Proposed by Cllr Chapman, and AGREED		Agreed
180/19-20	Street Lighting		
	a) No further update following Purchase Order submitted to Electrical Testing, and complaints from residents.		
	b) Cllr Connor is to investigate which companies are being considered for street light maintenance contract by other Parish Councils		Cllr Connor
181/19-20	Cambs Acre		
	It was Proposed by Cllr Chapman, and AGREED, that Cambs Acre membership at £57 be completed		Agreed
182/19-20	Income & Expenditure		
	a) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment		
	Tivoli	Cemetery Maintenance	£133.31
	CGM Landscapes	Verge Cutting	£44.48
	J Richardson	Admin – 29/12/19	£448.80
	J Richardson	Expenses reimbursement	£24.85
	Cambs Acre	Membership Renewal	£57.00
	E-On	Street Lighting Electricity	£829.51
	Cambs Police Shrievally	Donation “Bobby scheme”	£10.00

Trust

TOTALS**£1547.95**

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

c) Clerks report on budget v performance to end Dec 2019 is at Appendix 2

d) It was Proposed by Cllr Chapman, and AGREED, that 2020/21 Precept is £12,852. Clerk to inform FDC

Agreed Clerk**183/19-20****Planning/Development****Applications**

F/YR19/1040/F Erect 1 dwelling (2-storey 2-bed), 1.2 metre high looped top railing to front boundary and extension to dropped kerb Site Of Former Benwick Methodist Church High Street Benwick Cambridgeshire. It was Proposed by Cllr Chapman, and AGREED, that as long as the parking situation is approved then no objections. Clerk to inform

Agreed Clerk**184/19-20****Benches Project**

To discuss and agree next steps for the installation of 2 benches along the river bank, between the 2 bridges following the successful application for £1074 from Ransonmoor Environment Fund. Occupier of adjacent house written to 16/10/19, response received.

Benches delivered 11/11/19, and H Langford asked to install, reporting form needs to be completed by end Dec 2019.

Benches to be installed on Wednesday 8th January 2020

Clerk to complete end of project report

Clerk**185/19-20****Website Accessibility**

Action Plan for accessibility problems against the WCAG 2.1 AA accessibility standard, was discussed.

It was Proposed by Cllr Chapman, and AGREED, that the field labels on the Contact Page cannot be changed by Parish Council

Agreed

It was Proposed by Cllr Chapman, and AGREED, that as there is no information of any consequence there is no requirement for error messages

Agreed

It was Proposed by Cllr Chapman, and AGREED, that in future the Agenda's and Minutes will be named as such in future

Agreed

It was Proposed by Cllr Chapman, and AGREED, that the flowing of the zoom is controlled by the web site host and the Parish Council cannot change this

Agreed

It was Proposed by Cllr Chapman, and AGREED, that there is no provision for alternative methods of searching the website

Agreed

It was Proposed by Cllr Chapman, and AGREED, that the Clerk to write website accessibility statement taking into account the decisions made from the action plan

Agreed Clerk**186/19-20****Allotments**

Cllr Chapman to advertise allotment availability on Social Media

Cllr Chapman

Cllr Few to ask for hedge along Whittlesey Road to be trimmed back. It was Proposed by Cllr Chapman, and AGREED, that this to be done within a budget of £200

Cllr Few Agreed**187/19-20****Correspondence**

a) Rural Services Network, bulletin (emailed 11/12/19, 18/12/19, 30/12/19)

b) December's Highway Events Diary (emailed 02/12/19), January's Highway Events Diary (emailed 30/12/19)

c) Highways Roadworks & events report 1st - 15th December 2019 (emailed 02/12/19), Roadworks & events report 16th - 31st December 2019 (emailed 12/12/19), Roadworks & events report 1st - 15th January 2020 (emailed 30/12/19)

d) IHMC Incident Reports for October and November (emailed 09/12/19)

e) NALC Chief Executive's Bulletin (emailed 11/12/19, 30/12/19)

f) CAPALC December Bulletin (emailed 12/12/19)

g) Scam awareness bulletins (emailed 12/12/19)

h) CSP Newsletter (emailed 18/12/19)

i) Cambridgeshire Fire and Rescue Service: Integrated Risk Management Plan Consultation (emailed 18/12/19)

j) Cambridgeshire and Peterborough Against Scams Partnership (emailed 18/12/19)

188/19-20**Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 3rd February 2020. Items to be included on Agenda should be with the Clerk by Monday 27th January 2020

Meeting Closed at:- 20.12

Bank Reconciliation		Financial Year ending 31 March 2020	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	30/12/2019		
Approved by		Chair	
Date	06/01/2020		
Balance per bank statements as at	30/12/2019	£	£
Current Account		34,069.19	
NS&I		21,125.18	
			55,194.37
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			
Net bank balances as at		54,743.77	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		50,398.43	
Add: Receipts to date		17,133.48	
Less: Payments to date		12,788.14	
Closing Balance		54,743.77	

Earmarked Reserves:

Parish Plan	£532.89
Verge Planting	£67.13
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	£26,824.57

E M TOTAL £27,919.20

Appendix 2

BENWICK PARISH COUNCIL					
		BUDGET	CURRENT	CURRENT	CURRENT
		2019-20	End JUNE 2019	End SEPT 2019	End DEC 2019
INCOME:	INCOME				
Maintenance Grants:	Precept	12,852.00	£6,426.00	£12,852.00	£12,852.00
Council Tax Support Grant	Council Tax Support Grant	0.00			
	Concurrent	985.00		£985.00	£985.00
	Grass Cutting	703.88	£703.88	£703.88	£703.88
Rents:	Town	875.00	£858.07	£1,233.07	£1,483.07
	September Gardens	75.00	£30.00	£45.00	£45.00
Recycling Credits		35.00			
VAT Refund		250.00	£637.53	£637.53	£637.53
Burials		250.00		£189.00	£427.00
Bank Interest		75.00			
Windfarm Grant					
SUB TOTALS:		£16,100.88	£8,655.48	£16,645.48	£17,133.48
Sundries					
TOTALS:		£16,100.88	£8,655.48	£16,645.48	£17,133.48
	EXPENDITURE				
Rates		400.00		233.07	233.07
Room Hire		200.00	80.00	122.00	122.00
Subscriptions:	NALC LCR Magazine	17.00	17.00	17.00	17.00
	CAPALC	350.00	366.89	366.89	366.89
	Cambs Acre	60.00			
	SLCC	90.00	106.00	106.00	106.00
	Clerks & Councils Magazine	12.00			12.00
Maintenance	Verges	500.00	111.21	222.42	333.63
	Cemetery	3,500.00	874.23	1,830.57	2,579.22
	Street Lights	1,765.00	1,295.00	1,295.00	1,295.00
	Allotments				
Insurance		675.00	716.24	716.24	716.24
Energy		600.00			
Professional Charges	Internal Auditor	130.00	130.00	130.00	130.00
	External Auditor	200.00			
	ICO	35.00			35.00
	Computer Security	25.00			
Sundries		200.00			
Telephone/Internet		100.00	20.30	40.55	60.47
Post & Stationery		200.00	8.40	25.20	73.16
Travel		50.00	24.30	24.30	24.30
Clerk's annual office expenses		150.00		150.00	150.00
Planting & Maintenance		50.00			
Training		200.00		60.00	60.00
VAT Paid		250.00	460.15	689.71	1,085.44
Wages/PAYE-NI		4,700.00	1,127.84	2,299.28	3,466.16
SUB TOTALS:		14,459.00	5,337.56	8,328.23	10,865.58
Election		1,260.05			
Development Projects		2,000.00			1,074.76
Tourism (Cycle Races)					
Local Highways Improvement				567.70	567.70
Play Park					
WW1 Commemoration					
Xmas Decorations		0.00			
S137 Payment	British Legion Poppy Wreath	30.00			30.00
Donations/Charity		200.00		30.00	190.00
TOTALS:		17,949.05	5,337.56	8,925.93	12,728.04
Parish Plan		£532.89			
Verge Planting		£127.23			60.10
Cemetery Extension		£7,974.17			
Street Lighting		£11,500.00			
The Pound		£2,000.00			
War Memorial		£2,000.00			
Mooring		£3,133.66			
Allotments		£1,646.17			
Play Park					
TOTALS:		£46,863.17	£5,337.56	£8,925.93	£12,788.14