



# BENWICK PARISH COUNCIL

## Minutes of a Meeting of the Benwick Parish Council on Monday 3<sup>rd</sup> February 2020 in the Church Room of the Village Hall in High Street, Benwick PE15 0XA

<b>Present</b>	Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; A Cade; B Taylor; R Smith; A Miscandlon (FDC); B Wicks (FDC), J Richardson (Clerk) and nine members of the public	
<b>189/19-20</b>	<b>Apologies for Absence</b> D Connor (CCC)	
<b>190/19-20</b>	<b>Declarations of Interest</b> <b>Councillors to declare any interests in respect of any item to be discussed at this meeting:-</b> None declared	
<b>191/19-20</b>	<b>PUBLIC TIME</b> Seats along the river look very nice. Top end of Chapel Gardens manhole cover on path raised, Clerk to report	<b>Clerk</b>
<b>192/19-20</b>	<b>Confirmation of Minutes</b> It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meetings held on 6 <sup>th</sup> January 2020.	<b>Agreed</b>
<b>193/19-20</b>	<b>Matters Arising</b> Grating hole at end of footpath to Cricketers Way, on Doddington Road, reported to Highways (12/01/20) Plants overgrowing footpath outside 1 Doddington Road have been cut back (17/01/20) Meeting Closed at 19.37 to enable public participation in following presentation	
<b>194/19-20</b>	<b>Cambs Acre Housing Survey of Benwick</b> Presentation given by Mark Deas (Cambs Acre) on Housing Survey of Benwick. Background info given that led to Housing Survey (sponsored by Chorus), Longhurst Group have now taken over as prospective housing association instead of Chorus. Objectives and context of survey was explained. Return rate of survey was 18% of which 56% of people supported the idea of affordable housing in the village. Concerns were raised about the infrastructure in the village and whether it could support new homes. It was identified that the need is for one or two bedroom properties, at a maximum of 21 households, of which 15 are not currently living in the village. Comments regarding infrastructure, public transport, local plan, and availability of sites were received. Next steps would be site visits to identify any suitable sites that exist in the village. Observations were made by Cllrs and public Meeting re-opened at 20.18 It was Proposed by Cllr Chapman, and AGREED, that the scheme be taken to the next stage, in assessing the affordable housing needs in the village	<b>Agreed</b>
<b>195/19-20</b>	<b>County &amp; District Councillors Reports</b> Cllr Miscandlon reported that there is no replacement for Kingdom to date, and Street scene officers are currently undertaking the work. Issue of no white lines at junctions highlighted to Cllr Miscandlon, who will raise with Cllr Connor	<b>Cllr Miscandlon</b>
<b>196/19-20</b>	<b>Dog Fouling</b> Patrol by FDC Street Scene undertaken and report received. Cllr Chapman to put article on village Facebook site regarding the results of the survey and the new signage put up	<b>Cllr Chapman</b>
<b>197/19-20</b>	<b>Burial/Cemetery</b> a) Tivoli to attend in next 2 weeks to complete the outstanding works in the Cemetery b) Memorial Safety Policy prepared by the Clerk was discussed. It was Proposed by Cllr Chapman, and AGREED, that the policy be adopted. Clerk to process. c) Cllr Chapman has completed a risk assessment on the headstones in the Cemetery and has completed the assessment forms for 9 headstones that had to be laid down as they posed a very high risk. Work now to be done by the Clerk in line with the Memorial Safety Policy that was approved in 197/19-20.	<b>Agreed</b> <b>Clerk</b>  <b>Clerk</b>

	d) The extending of the Cremation Plots in the Cemetery is required. It was Proposed by Cllr Chapman, and AGREED, that a working party be arranged for Saturday 8 <sup>th</sup> Feb (with a local contractor) to look at coming up with a statement of works for the new cremation plots at a preapproved budget of £1499	<b>Agreed</b>																		
<b>198/19-20</b>	<b>Street Lighting</b> a) No update on Street Light works received from Electrical Testing. b) No ongoing maintenance of the street lights has been discussed by other parishes. Clerk to keep an eye on and communicate with other parishes. c) Street lighting letter received from FDC was discussed. Cllr Miscandlon to find out further information on whether or not a team has been put in place to look into this matter. It was Proposed by Cllr Chapman, and AGREED, that a letter be sent in reply, appreciating the letter and asking for more detail. Letter to be written by Cllr Chapman, and then sent officially by the Clerk	<b>Clerk</b> <b>Cllr Miscandlon</b>  <b>Agreed</b> <b>Cllr Chapman</b> <b>Clerk</b>																		
<b>199/19-20</b>	<b>Income &amp; Expenditure</b> a) NS&I Interest rec'd £169.00 b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment <table> <tr> <td>Tivoli</td><td>Cemetery Maintenance</td><td>£133.31</td></tr> <tr> <td>CGM Landscapes</td><td>Verge Cutting</td><td>£44.48</td></tr> <tr> <td>J Richardson</td><td>Admin – 26/01/2020</td><td>£359.04</td></tr> <tr> <td>J Richardson</td><td>Expenses reimbursement</td><td>£15.99</td></tr> <tr> <td>EON</td><td>Street Light Electricity</td><td>£214.94</td></tr> <tr> <td></td><td><b>TOTALS</b></td><td><b>£767.76</b></td></tr> </table> c) Clerks report on the January Bank Balances and reconciliation statement are at Appendix 1	Tivoli	Cemetery Maintenance	£133.31	CGM Landscapes	Verge Cutting	£44.48	J Richardson	Admin – 26/01/2020	£359.04	J Richardson	Expenses reimbursement	£15.99	EON	Street Light Electricity	£214.94		<b>TOTALS</b>	<b>£767.76</b>	<b>Agreed</b>
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<b>200/19-20</b>	<b>Planning/Development Appeals</b> F/YR19/0351/PNC04 Change of use from agricultural building to 3 x 2-bed and 2 x 3-bed two-storey dwellings (Class Q (a) and (b)) Farm Building Bank Farm Whittlesey Road Benwick Cambridgeshire. Appeal dismissed F/YR18/1038/F Formation of static caravan pitches for the siting of 8no mobile homes with balcony involving the demolition of existing buildings and the removal of existing hardstanding at Crazy Acres Chase Road Benwick March Cambridgeshire PE15 0XS																			
<b>201/19-20</b>	<b>Benches Project</b> Benches by the river bank have been installed 02/02/20 and end of project report sent to Ransonmoor Environment Fund 03/02/20 to receive their funding																			
<b>202/19-20</b>	<b>Mooring</b> a) To discuss and agree actions relating to the extension of the Mooring and funding opportunities, to include information from Cllr Keppel-Spoor, no update at present, Clerk to place on next agenda b) To discuss and agree actions relating to a request to place miniature boats on the mooring for planting, to include the proposal from Cllr Keppel-Spoor, no update at present, Clerk to place on next agenda c) Complaint of fishermen using the benches was discussed. It was Proposed by Cllr Chapman, and AGREED, that the Clerk writes to the complainant and explains that nothing Parish Council can do but there are now 2 new benches installed by the riverbank	<b>Agreed</b> <b>Clerk</b>																		
<b>203/19-20</b>	<b>Cambs Acre</b> Attendance at Cambridgeshire Local Councils Peer Learning and Networking Event on the Local Council Award Scheme. Tuesday 31 March 2020, 1pm - 3.30pm at the Swavesey Memorial Hall, High Street, Swavesey, Cambridge, CB24 4QU was discussed. It was Proposed by Cllr Chapman, and AGREED, that Cllr Keppel-Spoor may attend and will book herself.	<b>Agreed</b> <b>Cllr Keppel-Spoor</b>																		
<b>204/19-20</b>	<b>Age UK</b> The email proposal from Doddington PC regarding Age UK was discussed. It was Proposed by Cllr Chapman, and AGREED, that Clerk writes back to ask for more information.	<b>Agreed</b> <b>Clerk</b>																		
<b>205/19-20</b>	<b>Highways</b> Damage to "gateway" on Doddington Road was discussed. It was Proposed by Cllr Chapman, and AGREED, that he will investigate the matter further.	<b>Agreed</b> <b>Cllr Chapman</b>																		
<b>206/19-20</b>	<b>Donations</b> Request received from Benwick In Bloom for funding. It was Proposed by Cllr Chapman, and AGREED, that there is no donation budget left, and Clerk to inform.	<b>Agreed</b> <b>Clerk</b>																		

- It was Proposed by Cllr Chapman, and AGREED, that the Clerk prepares a Donation Policy Statement
- 207/19-20 CAPALC** **Agreed Clerk**  
 The response to CAPALC's proposal to become an incorporated body questions were Proposed by Cllr Chapman, and AGREED, and Clerk to send responses **Agreed Clerk**  
 1. Yes  
 2. Don't understand the question  
 3. No objection  
 4. No objection  
 5. No
- 208/19-20 Website Accessibility** **Agreed Clerk**  
 The website accessibility statement prepared by the Clerk was discussed  
 It was Proposed by Cllr Chapman, and AGREED, that the Statement be adopted.  
 The Clerk is to process
- 209/19-20 Correspondence**  
 a) Rural Services Network, bulletin (emailed 07/01/20, 12/01/20, 18/01/20, 21/01/20, 29/01/20)  
 b) FDC Press releases (emailed 07/01/20, 12/01/20, 18/01/20, 22/01/20)  
 c) Benwick Village Hall request for support (emailed 02/01/20)  
 d) Pride in Fenland awards 2020 (emailed 12/01/20)  
 e) Highways IHMC December Incident Report (emailed 12/01/20)  
 f) Cambridgeshire Matters Newsletter - January 2020 (emailed 18/01/20)  
 g) Highways Roadworks & events report 16th - 31st January 2019 (emailed 18/01/20), Roadworks & events report 1st - 15th February 2020 (emailed 29/01/20)  
 h) CAPALC Affiliation Fees 2020/21 (emailed 18/01/20)  
 i) CAPALC January Bulletin (emailed 24/01/20)
- 210/19-20 Agenda Items/Next Meeting**  
 The date of the next Parish Council Meeting will be Monday 2<sup>nd</sup> March 2020. Items to be included on Agenda should be with the Clerk by Monday 24<sup>th</sup> February 2020  
 Meeting Closed at:- 19.15

## Appendix 1

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2020	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/01/2020		
Approved by		Chair	
Date	03/02/2020		
Balance per bank statements as at		31/01/2020	£
Current Account		32,825.24	£
NS&I		21,294.18	
			54,119.42
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			0.00
Net bank balances as at		53,668.82	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		50,398.43	
Add: Receipts to date		17,606.48	
Less: Payments to date		14,336.09	
Closing Balance		53,668.82	

## 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	£25,749.62	
		<b>E M TOTAL £27,919.20</b>