

# BENWICK PARISH COUNCIL

## Minutes of an online Meeting of the Benwick Parish Council on Monday 6<sup>th</sup> July 2020 by teleconference

<b>Present</b>	Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; R Emmitt; A Cade; B Taylor; R Smith; D Connor (CCC); A Miscandlon (FDC); B Wicks (FDC), J Richardson (Clerk) and no members of the public	
<b>033/20-21</b>	<b>Apologies for Absence</b> None	
<b>034/20-21</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>035/20-21</b>	<b>PUBLIC TIME</b> Footpath on Nene Parade has hedging overgrown. Clerk to report	<b>Clerk</b>
<b>036/20-21</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 1 <sup>st</sup> June 2020	<b>Agreed</b>
<b>037/20-21</b>	<b>Matters Arising</b> Footbridge trip hazard reported to Highways 3 <sup>rd</sup> June 2020. Response received from CCC detailing the actions to be taken including painting and repair. Fence on Doddington Road update requested 10 <sup>th</sup> June 2020 and 1 <sup>st</sup> July 2020. Planning Enforcement will visit this week. Email regarding state of Cemetery, Mooring & Pound sent to Tivoli 10 <sup>th</sup> June 2020, cutting has now taken place	
<b>038/20-21</b>	<b>County &amp; District Councillors Reports</b> Cllr D Connor reported that any reports on pot holes should be emailed to him. CCC is holding virtual meetings at present. Cllr Miscandlon reported that FDC are holding virtual meetings, first full council meeting held earlier in month. Fenland Local Plan timescales have now slipped. Cllr Wicks reported that Safety Partnership survey is ongoing	
<b>039/20-21</b>	<b>Burial/Cemetery/Allotments</b> a) Discussion regarding extending Cremation Plots in the Cemetery. No response received from local person re Cemetery but a quote of £200 has been received for flailing the hedge at the front of the allotments. Clerk to place on next agenda. It was Proposed by Cllr Chapman, and AGREED, that a statement of work is to be drawn up, by the Clerk and go out for quote. b) Investigations regarding tree near allotment gate was discussed and ownership remains unknown. It was Proposed by Cllr Chapman, and AGREED, that the Clerk contacts the Tree Officer (Graham Causey) at FDC for advice.	<b>Clerk Agreed Clerk</b>
<b>040/20-21</b>	<b>Street Lighting</b> a) Three quotes had been received Quote A £14,980, Quote B £9715 and Quote C £15,991 and sent to all Cllrs. These were discussed and it was Proposed by Cllr Chapman, and AGREED, to award the contract for change to LED of all street lights to Quote B which is Cozens (UK) Ltd for a price of £9715. Clerk to inform	<b>Agreed Clerk</b>
<b>041/20-21</b>	<b>LHI 2020/21 - MVAS Applications</b> a) Update on LHI Meeting with regard to poles and bracket requirements and locations was given following meeting with Highways. Now awaiting the costs from Highways b) Options required for the 2021/22 LHI application were discussed and one proposal was to purchase a further MVAS unit. Clerk to place on August agenda	<b>Clerk</b>
<b>042/20-21</b>	<b>Police Report</b> a) There was nothing of note in the Police Report for Benwick b) Any Councillor wishing to attend the group policing meeting on Monday 14 <sup>th</sup> September 2020 at 18.30-20.00 to follow link in email	<b>All Cllrs</b>
<b>043/20-21</b>	<b>Income &amp; Expenditure</b> a) Rec'd grass cutting grant from CCC £703.88, Concurrent Functions grant from FDC £985.00 b) It was Proposed by Cllr Chapman, and AGREED, that members consider and approve the following accounts for payment	<b>Agreed</b>

Tivoli	Cemetery Maintenance	£382.54
CGM Landscapes	Verge Cutting	£44.48
J Richardson	Admin – 28/06/2020	£448.80
J Richardson	Expenses- reimbursement	£53.13
EON	Street Light Electricity	£369.93
	<b>TOTALS</b>	<b>£1298.88</b>

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

c) Clerks report on budget v performance to end June 2020 is at Appendix 2

044/20-21

#### **Planning/Development**

##### **Granted**

a) F/YR20/0376/F Formation of new access road Land North West Of Neneside Accessed From Whittlesey Road Benwick Cambridgeshire

045/20-21

##### **Mooring**

a) A boat moored up for more than 36 hours on the mooring was discussed and it was Proposed by Cllr Chapman, and AGREED, that he will check if the waterways are now open for travel, and if so, he will place a sign on the boat asking for it be moved from the mooring.

**Agreed  
Cllr Chapman**

046/20-21

##### **Motion to exclude Press and Public**

It was Proposed by Cllr Chapman, and AGREED, 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 must be proposed if any item should be discussed in Committee.

**Agreed**

047/20-21

##### **Burial & Cemetery**

A request to return an Exclusive Rights of Burial was discussed and it was Proposed by Cllr Chapman, and AGREED, that a response be sent to say that if and when the plot is resold then a refund will be given, unless a Cremation Plot is to be purchased, in which case the refund will be given immediately. Clerk to inform.

**Agreed  
Clerk  
Clerk**

It was Proposed by Cllr Chapman, and AGREED, that the Clerk to prepare changes to current Burial Regulations to reflect future refunds on Exclusive Rights of Burial for agreement at next meeting

**Agreed  
Clerk**

048/20-21

##### **Correspondence**

- a) Rural Services Network, bulletin (emailed 02/06/20, 03/06/20, 10/06/20, 17/06/20, 24/06/20, 01/07/20)
- b) FDC Press releases (emailed 08/06/20, 12/06/20, 17/06/20, 19/06/20, 26/06/20, 01/07/20)
- c) Parish & Town Council Coronavirus Updates (emailed 15/06/20, 22/06/20, 26/06/20, 29/06/20)
- d) Highways Roadworks & events bulletin 1st - 15th June 2020 (emailed 29/05/20), Roadworks & events bulletin 16th - 30th June 2020 (emailed 15/06/20), Roadworks & events bulletin 1st - 15th July 2020 (emailed 29/06/20)
- e) NALC Chief Executives Bulletin (emailed 01/06/20, 08 /06/20, 15/06/20, 22/06/20, 29/06/20)
- f) Highways IHMC May Incident Report (emailed 08/06/20)
- g) NALC New model code of conduct survey (emailed 12/06/20)
- h) NALC Newsletter (emailed 12/06/20, 01/07/20)
- i) Letter from Highways England regarding Forthcoming Roadworks A47 (emailed 12/06/20)
- j) Email re: Puddock Road and Sixteen Foot Bank Road fatalities and concerns (emailed 12/06/20, 15/06/20)

049/20-21

##### **Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 3<sup>rd</sup> August 2020. Items to be included on Agenda should be with the Clerk by Monday 27<sup>th</sup> July 2020

**Meeting Closed at:- 20.45**

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	01/07/2020		
Approved by		Chair	
Date	06/07/2020		
Balance per bank statements as at		01/07/2020	
		£	£
Current Account		33,982.63	
NS&I		21,294.18	
			55,276.81
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			
Net bank balances as at		54,826.21	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance	54,031.03		
Add: Receipts to date	9,631.78		
Less: Payments to date	8,836.60		
Closing Balance	54,826.21		

**Earmarked Reserves:**

Parish Plan	£532.89
Verge Planting	£67.13
Cemetery Extension	£7,494.17
Street Lighting	£7,750.62
The Pound	£2,000.00
War Memorial	£2,000.00
Mooring	£3,133.66
Allotments	£1,191.35
General Reserve	£30,656.39

**E M TOTAL £24,169.82**

Appendix 2

BENWICK PARISH COUNCIL			
		BUDGET	CURRENT
		2020-21	End JUNE 2020
<b>INCOME:</b>	<b>INCOME</b>		
Maintenance Grants:	Precept	12,852.00	£6,426.00
Council Tax Support Grant	Council Tax Support Grant	0.00	
	Concurrent	985.00	£985.00
	Grass Cutting	703.88	£703.88
Rents:	Town	875.00	£670.57
	September Gardens	45.00	
Recycling Credits		35.00	
VAT Refund		250.00	
Burials		250.00	£393.00
Bank Interest		75.00	
Grants			£453.33
<b>SUB TOTALS:</b>		<b>£16,070.88</b>	<b>£9,631.78</b>
Sundries			
<b>TOTALS:</b>		<b>£16,070.88</b>	<b>£9,631.78</b>
	<b>EXPENDITURE</b>		
Rates		400.00	-
Room Hire		200.00	
Subscriptions:	NALC LCR Magazine	17.00	17.00
	CAPALC	370.00	428.38
	Camb's Acre	60.00	
	SLCC	106.00	109.00
	Clerks & Councils Magazine	12.00	
Maintenance	Verges	500.00	148.28
	Cemetery	4,055.00	748.65
	Street Lights	1,765.00	
	Allotments		
Insurance		730.00	742.89
Energy		2,400.00	604.21
Professional Charges	Internal Auditor	130.00	135.00
	External Auditor	200.00	
	ICO	35.00	
	Computer Security	25.00	
Sundries		150.00	
Telephone/Internet		100.00	
Post & Stationery		150.00	26.64
Travel		50.00	
Clerk's annual office expenses		150.00	
Planting & Maintenance		0.00	
Training		200.00	
VAT Paid		250.00	949.07
Wages/PAYE-NI		4,700.00	1,178.10
<b>SUB TOTALS:</b>		<b>16,755.00</b>	<b>5,087.22</b>
Election		1,260.05	
Development Projects		2,000.00	
Tourism (Cycle Races)			
Local Highways Improvement		550.42	
Play Park			
WW1 Commemoration			
Xmas Decorations		0.00	
S137 Payment	British Legion Poppy Wreath	30.00	
Donations/Charity		200.00	
<b>TOTALS:</b>		<b>20,795.47</b>	<b>5,087.22</b>
Parish Plan		£532.89	
Verge Planting		£67.13	
Cemetery Extension		£7,974.17	
Street Lighting		£6,850.00	3,749.38
The Pound		£2,000.00	
War Memorial		£2,000.00	
Mooring		£3,133.66	
Allotments		£1,646.17	
Play Park			
<b>TOTALS:</b>		<b>£44,999.49</b>	<b>£8,836.60</b>