

BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Monday 3rd August 2020 by teleconference

Present:-	Cllrs M Chapman (Chair); L Keppel-Spoor; R Emmitt; A Cade; R Smith; A Miscandlon (FDC); B Wicks (FDC), J Richardson (Clerk) and one member of the public		
050/20-21	Apologies for Absence Cllr B Taylor		
051/20-21	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at this meeting:- None declared		
052/20-21	PUBLIC TIME 1A Doddington Road shrubs overhanging footpath. Clerk to report Tree overhanging near bridge on Whittlesey Road (Cllr Smith to let Clerk know number of house). Clerk to report Cars speeding through village early morning Village Hall needs new trustees, Cllr Chapman to advertise on village Facebook pages		Clerk Cllr Smith Clerk Cllr Chapman
053/20-21	Confirmation of Minutes It was Proposed by Cllr Chapman, and AGREED, to sign and approve the Minutes of the Meetings held on 6 th July 2020		Agreed
054/20-21	Matters Arising Overgrown hedge on Nene Parade reported to CCC on 10/07/2020, response received 21/07/2020 stating that home owner has been contacted and work done today		
055/20-21	County & District Councillors Reports Cllr Miscandlon reported that still having virtual meetings. Full FDC Council meeting this week. The MVAS sign has had the battery taken out of it. Cllr Wicks reported that Fenland Community Safety Survey is ongoing		
056/20-21	Street Lighting a) Pictures of street light columns that need replacing have been sent to contractor and awaiting further information on contract for change to LED of all street lights		
057/20-21	LHI 2020/21 - MVAS Applications a) No update on LHI Bid for 2020/21 b) Options required for the 2021/22 LHI application was discussed, including the purchase of another MVAS Unit, closing date is 27 th September 2020, Clerk to place on next agenda		Clerk
058/20-21	Police Report Nothing to note in Benwick		
059/20-21	Income & Expenditure a) Rec'd Street Light Grant from FDC £8,448 b) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment		Agreed
	Tivoli	Cemetery Maintenance	£382.54
	CGM Landscapes	Verge Cutting	£44.48
	J Richardson	Admin – 26/07/2020	£359.04
	J Richardson	Expenses- reimbursement	£159.00
	EON	Street Light Electricity	£179.09
	Anglian Water	Water charges (Cemetery & Allotment)	£43.10
	Middle Level Commissioners	Drainage Rates	£118.82
	March West & White Fen IDB	Drainage Rates	£114.25
		TOTALS	£1400.32
	c) Clerks report on the July Bank Balances and reconciliation statement is at Appendix 1		
060/20-21	Utilising road verges for biodiversity & habitat Discussed letter from Extinction Rebellion. Clerk to place on agenda for next month		Clerk
061/20-21	Burial/Cemetery a) To update on actions regarding extending Cremation Plots in the Cemetery. Clerk to look at during August and place on next agenda.		Clerk

062/20-21	<p>Allotments</p> <p>a) Quote discussed for flailing the hedge that adjoins the highway at a cost of £200. A budget of £200 was authorised for this work in Item 186/19-20 at the meeting held on 6th January 2020. It was Proposed by Cllr Chapman, and AGREED that a budget of £200 be authorised. Clerk to arrange for work to be completed</p> <p>b) Town Ground rents for 2020/21 (currently £125 per acre + drainage rates) were discussed. It was Proposed by Cllr Chapman, and AGREED that the 2020/21 rate be £130 per acre + drainage rates. Clerk to arrange for Tenancy Agreements & Invoices to be sent out.</p> <p>c) The owner of the land regarding dangerous tree at entrance to allotments has been identified. Clerk to inform tree officer at FDC that there are serious concerns over the public safety because a branch has already fallen off with regard to this tree.</p>	<p>Clerk</p> <p>Agreed Clerk</p> <p>Clerk</p>
063/20-21	<p>Grass Verges</p> <p>Email complaint re state of verge between the two bridges. CGM have this work programmed for w/c 17th August 2020</p>	
064/20-21	<p>Parish Council Policies</p> <p>The following policies were discussed:-</p> <p>a) Policy for dealing with requests from Press and/or other media</p> <p>b) Child & Vulnerable adult safeguarding policy</p> <p>c) Policy on filming, audio recording, photographing and reporting of Council Meetings</p> <p>d) Expenses Policy</p> <p>e) Discipline and Grievance Policy</p> <p>f) Complaints Procedure</p> <p>g) Equality Policy</p> <p>h) Information & Data Protection Policy</p> <p>i) Privacy Notice</p> <p>j) Email Contact Privacy Notice</p> <p>k) Retention and Disposal Policy</p> <p>l) Financial Regulations</p> <p>It was Proposed by Cllr Chapman, and AGREED, that all Policies a) to l) are approved as is.</p> <p>m) Standing Orders</p> <p>It was Proposed by Cllr Chapman, and AGREED that the following changes be made. Clerk to arrange</p> <p>Section 17 d ii Section 1 changed to Section 2</p> <p>Section 18 c add at the end "unless it proposes to use an existing list of approved suppliers"</p> <p>n) Burial Fees and Regulations Amendments</p> <p>It was Proposed by Cllr Chapman, and AGREED that the proposed change sent to Cllrs regarding the refund of exclusive rights of burial be accepted. Clerk to arrange</p>	<p>Agreed</p> <p>Agreed Clerk</p> <p>Agreed Clerk</p>
065/20-21	<p>Parish Council Risk Assessment</p> <p>The Parish Council Risk Assessment for 2020/21 was discussed. It was Proposed by Cllr Chapman, and AGREED, to include the change of number of seats from six to eight. Clerk to change and complete with signatures</p>	<p>Agreed Clerk</p>
066/20-21	<p>Correspondence</p> <p>a) Rural Services Network, bulletin (emailed 08/07/2020, 15/07/2020, 28/07/2020)</p> <p>b) FDC Press releases (emailed 03/07/2020, 08/07/2020, 10/07/2020, 22/07/2020, 24/07/2020, 27/07/2020)</p> <p>c) Parish & Town Council Coronavirus Updates (emailed 06/07/2020, 13/07/2020, 27/07/2020)</p> <p>d) FDC Community Coronavirus Updates (emailed 03/07/2020)</p> <p>e) NALC Chief Executives Bulletin (emailed 06/07/2020, 13/07/2020, 20/07/2020, 27/07/2020)</p> <p>f) News from the Acting Police and Crime Commissioner (emailed 06/07/2020)</p> <p>g) NALC Plans for a series of online events (emailed 08/07/2020)</p> <p>h) FDC Postponement of Fenland District Council Civic Events (emailed 08/07/2020, 27/07/2020)</p> <p>i) IHMC June Incident Report (emailed 08/07/2020)</p> <p>j) Cambridgeshire Libraries - Revised Library at Home service (emailed 10/07/2020)</p>	

- k) Natural Cambridgeshire Survey (emailed 10/07/2020)
 l) Highways Roadworks & events bulletin 16th - 31st July 2020 (emailed 15/07/2020)
 m) Consultation on Model Code of Conduct (emailed 20/07/2020)
 n) Cambridgeshire Local Councils Conference 2020 - Save the date (emailed 22/07/2020)

067/20-21

Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 7th September 2020.
 Items to be included on Agenda should be with the Clerk by Monday 31st August 2020.

Clerk to investigate the upgrade of Zoom

Clerk

Meeting Closed at:- 20.30

Appendix 1

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/07/2020		
Approved by		Chair	
Date	03/08/2020		
Balance per bank statements as at		31/07/2020	
		£	£
Current Account		41,131.75	
NS&I		21,294.18	
			62,425.93
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			
Net bank balances as at		61,975.33	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		18,079.78	
Less: Payments to date		10,135.48	
Closing Balance		61,975.33	

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	£37,805.51

E M TOTAL £24,169.82