

# BENWICK PARISH COUNCIL

## Minutes of an online Meeting of the Benwick Parish Council on Monday 7<sup>th</sup> September 2020 by teleconference

<b>Present</b>	Cllrs M Chapman (Chair); L Keppel-Spoor; R Few; A Cade; B Taylor; R Emmitt; B Wicks (FDC), J Richardson (Clerk) and two members of the public		
<b>068/20-21</b>	<b>Apologies for Absence</b> Cllrs R Smith; A Miscandlon (FDC)		
<b>069/20-21</b>	<b>Zoom Meetings</b> It was Proposed by Cllr Chapman, and AGREED, to purchase Zoom for PC Meetings at a cost of £11.99 per month (retrospective)		<b>Agreed</b>
<b>070/20-21</b>	<b>Declarations of Interest</b> <b>Councillors to declare any interests in respect of any item to be discussed at this meeting:-</b> Nothing declared		
<b>071/20-21</b>	<b>PUBLIC TIME</b> Footpaths in the village are in a dreadful state, overhanging trees which need to be seen to on corner of Lilyholt Road. Lilyholt Road from village sign down is a problem for footpaths. Dog fouling is still a problem in the village. Footbridge over the river is still a problem. To be placed on next months agenda, Cllr Wicks to ask for a progress report from CCC Highways State of hedge on Nene Parade outside Old Rectory raised, this has been reported to Highways End of Nene Parade, complaint received about the extension of a mooring jetty, Clerk to report to Middle Level		<b>Clerk</b> <b>Cllr Wicks</b>    <b>Clerk</b>
<b>072/20-21</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 3 <sup>rd</sup> August 2020		<b>Agreed</b>
<b>073/20-21</b>	<b>Matters Arising</b> Overhanging shrubs at 1 Doddington Road reported to Highways 07/08/2020, homeowner contacted by CCC (12/08/2020) Overhanging tree 10 Cricketers Way reported to Highways 17/08/2020 Land between 9 and 13 High Street reported to Planning Enforcement (21/08/2020)		
<b>074/20-21</b>	<b>County &amp; District Councillors Report</b> A full FDC Council meeting tomorrow Tuesday 8 <sup>th</sup> Sept. Cllr Wicks has raised dog fouling to see if extra posters and literature can be sent out Cllr Wicks to progress the maintenance on Ibbersons Drove		<b>Cllr Wicks</b>
<b>075/20-21</b>	<b>Street Lighting</b> a) Update on contract for change to LED of all street lights is "We are just awaiting delivery of the led lanterns which are due in within the next 2 weeks and then aim to install all the led lanterns and 2 x columns by the end of this month"		
<b>076/20-21</b>	<b>LHI 2021/22 - LHI Applications</b> a) It was Proposed by Cllr Chapman, and AGREED that no application be put forward for the 2021/22 LHI application Update on LHI 2020/21 to be sought for next months agenda		<b>Agreed</b>  <b>Clerk</b>
<b>077/20-21</b>	<b>Police Report</b> Nothing of note for Benwick		
<b>078/20-21</b>	<b>Income &amp; Expenditure</b> a) Recycling credit of £118.68 rec'd b) It was Proposed by Cllr Chapman, and AGREED, that members approve the following accounts for payment		<b>Agreed</b>
	Tivoli	Cemetery Maintenance	£382.54
	CGM Landscapes	Verge Cutting	£44.48
	J Richardson	Admin – 30/08/2020	£448.80
	J Richardson	Expenses- reimbursement	£23.51
	EON	Street Light Electricity	£156.14
		<b>TOTALS</b>	<b>£1055.47</b>
	c) Clerks report on the August Bank Balances and reconciliation statement is at Appendix 1		
<b>079/20-21</b>	<b>Planning Applications</b> <b>a) Applications</b>		

	F/YR20/0760/PIP Residential development of up to 3 dwellings (application for Permission in Principle) Land North Of The Rectory Whittlesey Road Benwick Cambridgeshire	
	It was Proposed by Cllr Chapman, and AGREED, to object on the following grounds:- Road safety no visual splay due to blind bridge, not in keeping with heritage house at rear of site, concern that plot is so low to river (water table) which could affect sewage and foul water, flood plane 3 impact, outside of village planning envelope no development that side of the river. Clerk to inform planning	<b>Agreed</b>
	<b>b) Granted</b>	<b>Clerk</b>
080/20-21	F/YR20/0422/O Erection of up to 2no dwellings (outline application with all matters reserved) Land South Of 16A Doddington Road Benwick Cambridgeshire <b>Burial/Cemetery</b>	
	a) Quote received regarding extending Cremation Plots in the Cemetery it was Proposed by Cllr Chapman, and AGREED, that quote of £790 from T & S Ground Solutions be accepted and works commence. Clerk to inform	<b>Agreed</b>
	b) Complaint about the grass cutting received was discussed and as cutting has been done no further action to be taken at present	<b>Clerk</b>
081/20-21	<b>Community Gritting Scheme applications for Winter 2020 – 2021</b> Cllr Chapman to advertise this scheme within the village to encourage volunteers.	<b>Cllr Chapman</b>
082/20-21	<b>Utilising road verges for biodiversity &amp; habitat</b> Letter re Verge Management Enquiry to be on next month's agenda, Cllrs to research	<b>Clerk</b> <b>Cllrs</b>
083/20-21	<b>Poppy Wreath</b> It was Proposed by Cllr Chapman, and AGREED, to buy poppy wreath for £30. Clerk to arrange	<b>Agreed</b> <b>Clerk</b>
084/20-21	<b>Future Meetings</b> a) It was Proposed by Cllr Chapman, and AGREED, to continue with Zoom meetings b) The dates of Parish Council Meetings for 2021 were circulated by the Clerk. It was Proposed by Cllr Chapman, and AGREED. Clerk to organise	<b>Agreed</b> <b>Agreed</b> <b>Clerk</b>
085/20-21	<b>Cambs Acre AGM</b> Attendance at Cambs Acre AGM (by Zoom) on 30 <sup>th</sup> September at 14.00. Cllrs to confirm by email	<b>All Cllrs</b>
086/20-21	<b>Flutterbies</b> No ideas forthcoming regarding a request for assistance.	
087/20-21	<b>Correspondence</b> a) Rural Services Network, bulletin (emailed 12/08/2020) b) FDC Press releases (emailed 14/08/2020, 21/08/2020, 24/08/2020) c) Parish & Town Council Coronavirus Updates (emailed) d) FDC Community Coronavirus Updates (emailed 31/07/2020) e) NALC Chief Executives Bulletin (emailed 03/08/2020, 12/08/2020, 14/08/2020, 24/08/2020, 31/08/2020) f) Highways Roadworks & events bulletin 1 <sup>st</sup> -15 <sup>th</sup> August 2020 (emailed 31/07/2020), Roadworks & events bulletin 16 <sup>th</sup> - 31 <sup>st</sup> August 2020 (emailed 14/08/2020), Roadworks & events bulletin 1 <sup>st</sup> - 15 <sup>th</sup> September 2020 (emailed 31/08/2020) g) Fenland Local Plan update and second call for sites (emailed 31/07/2020) h) Highway Events Diary - August 2020 (emailed 03/08/2020) i) Highways September 2020 Micro Asphalt Program (emailed 05/08/2020) j) CAPALC Bulletin (emailed 05/08/2020) k) NALC Planning White Paper Consultations (emailed 12/08/2020) l) Cambridgeshire and Peterborough Against Scams Partnership Newsletter (emailed 12/08/2020) m) IHMC July Incident Report (emailed 14/08/2020) n) Update from Acting Police and Crime Commissioner: Parish, Town and City Council briefings (emailed 24/08/2020)	
088/20-21	<b>Motion to exclude the Press and Public</b> It was Proposed by Cllr Chapman, and AGREED, to exclude the press and public	<b>Agreed</b>
089/20-21	<b>Clerks Appraisal</b> Clerks Appraisal as prepared by Cllr Chapman was discussed. Clerk has given notice that she will be resigning from her position on 31 <sup>st</sup> May 2021	
090/20-21	<b>Clerks Salary</b> To discuss and agree Clerks Salary in line with National Salary Award.	

091/20-21	It was Proposed by Cllr Chapman, and AGREED, that Clerks salary increase, in line with NJC pay scales, back dated to 1 <sup>st</sup> April 2020 SCP 12. Clerk to organise	<b>Agreed Clerk</b>
	<b>Clerks Succession Planning</b>	
092/20-21	Succession planning for the vacancy of Clerk was discussed.	
	It was Proposed by Cllr Chapman, and AGREED, that advert for new Clerk to be advertised end of November 2020.	<b>Agreed</b>
093/20-21	An agenda item for next month to include advert and review of job specification.	<b>Clerk Clerk</b>
	Clerk to email job spec and contract to all Cllrs	
092/20-21	<b>Insurance Claim</b>	
	Insurance Claim and response was discussed. Clerk to respond	<b>Clerk</b>
093/20-21	<b>Agenda Items/Next Meeting</b>	
	The date of the next Parish Council Meeting will be Monday 5 <sup>th</sup> October 2020.	
	Items to be included on Agenda should be with the Clerk by Monday 28 <sup>th</sup> September 2020	
	Meeting Closed at:- 21.00	

## Appendix 1

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/08/2020		
Approved by		Chair	
Date	07/09/2020		
Balance per bank statements as at	31/08/2020	£	£
Current Account		40,308.11	
NS&I		21,294.18	
			61,602.29
Less: Unpresented Cheques			
Cheque Number			
		450.60	
			450.60
Add: Any unbanked cash in transit			
Net bank balances as at		61,151.69	
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		18,656.46	
Less: Payments to date		11,535.80	
Closing Balance		61,151.69	

## 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	£36,981.87

E M TOTAL £24,169.82