



BENWICK PARISH COUNCIL

7 Fisher Close, Ramsey St Marys, Huntingdon, Cambridgeshire PE26 2RZ
Tel: 07471344070 email: benwickparishcouncil.clerk@gmail.com
Clerk: Mrs. A Barnes

To the Members of the Council

06 May 2025

You are hereby summoned to attend a meeting of Benwick Parish Council for the purpose of transacting the following business.

On Thursday 12 May 2025 at 19:30

At the village hall (Church Annex), High Street, Benwick PE15 0XG (///office.satellite.rivals)

Members of the public and press are welcome to attend

Yours truly

Abbey Barnes

Mrs. A Barnes
Clerk/Proper Officer

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All Members are reminded that they need to declare any pecuniary and non-pecuniary interests before an item is discussed at this meeting under the Localism Act 2011.

Please note: All meetings will be recorded for the purpose of minute taking only.

001/25-26	Election of Chairperson To elect the Chairperson of the Parish Council and to receive the Chairperson's Declaration of Acceptance of Office	
002/25-26	Election of Vice Chairperson To elect the Vice-Chairperson of the Parish Council and to receive the Vice-Chairperson's Declaration of Acceptance of Office	
003/25-26	Apologies for absence To record any apologies for absence sent in advance of the meeting.	
004/25-26	Declarations of Interest Councillors to declare any interests in respect of any item to be discussed at the meeting: a) Disclosable Pecuniary Interest b) Non-Pecuniary Interest c) Sensitive Pecuniary Interest	
005/25-26	Working Parties and Representatives <i>Members are reminded that individuals are not allowed to make decisions or take actions on behalf of the Council. Any action or decision must be brought before the Council for prior sanction.</i> Election of members of working parties and committees where required and to agree the terms of reference and delegation arrangements. Cemetery Allotments (September Gardens and Town Grounds) Village Hall Planning Finance Street Lighting Defibrillators Highways Land (The Pound) War Memorial & Flag Pole Mooring Village Sign Bus shelter	
006/25-26	Banking arrangements a) To agree and appoint Bank Signatories for parish council accounts.	

007/25-26	Internal Auditor a) To review and agree the effectiveness of Internal Audit arrangements b) To agree and appoint the Internal Auditor for 2025-26	
008/25-26	Public time An opportunity for members of the public to speak to the council	
009/25-26	Confirmation of Minutes To approve and sign the Minutes of the Council Meeting held on 7 April 2025	
010/25-26	County & District Councillors Reports No reports received	
011/25-26	Review of Standing Orders and Financial regulations To discuss and agree a) the standing orders and b) the financial regulations	
012/25-26	Review of Contractual arrangements a) verges contract with Cambridgeshire County Council b) verges maintenance contract c) cemetery maintenance and the Pound maintenance contract d) membership of SLCC for the clerk e) membership of CAPALC (including NALC and the data protection officer scheme) f) membership of ACRE g) membership of Institute of Cemetery and Crematorium Management (ICCM) h) Information Commissioners Office (ICO) fees i) electricity supply from Npower – including the Direct Debit to pay their bills j) village hall as supplier of venue for meetings k) contractor arrangement for the repairs and maintenance of streetlights l) website and email hosting contract	
013/25-26	Review of Inventory of Land and other assets To discuss and agree the asset register as at the beginning of the year	
014/25-26	Arrangements for Insurance Cover in respect of all insurable risks To discuss and agree any actions needed	
015/25-26	Review of policies as per standing orders for the Annual Meeting of the Council a) Email contact privacy policy b) Privacy notice c) Information and Data Protection policy d) Freedom of Information policy e) Policy on filming or recording meetings f) Media policy g) Complaints policy h) Disciplinary and grievance policy i) Clerks contract and employment procedures	
016/25-26	Annual review of other Council Policies a) Safeguarding policy b) Expenses policy c) Equality policy d) Retention and disposal policy e) Memorial safety policy f) Website accessibility statement j) Donation awarding policy k) Code of conduct for members l) Financial and general risk assessment	
017/25-26	Expenditure incurred under s137 of LGA 1972 To discuss and review expenditure occurred under s137 of the Local Government Act 1972	
018/25-26	Future meetings Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council, dates proposed to be: Monday 2 June 2025 Monday 7 July 2025 Monday 4 August 2025 Monday 1 September 2025 Monday 6 October 2025 Monday 3 November 2025 Monday 1 December 2025 Monday 5 January 2026 Monday 2 February 2026 Monday 2 March 2026 Monday 13 April 2026 Monday 11 May 2026	
019/25-26	Action Log To review and update the log of actions from previous meetings	

020/25-26	Community lounge Update from Cllr Lowry on the Community Lounge		
021/25-26	Highways matters To discuss and agree any Highways related matters including: - Installation of new MVAS unit on Lilyholt Road		
022/25-26	Defibrillators To discuss and agree any actions required for the defibrillators		
023/25-26	Cemetery and September Gardens a) To discuss and agree the 2026/27 charges for the rental of September Gardens allotment plots b) To discuss and agree the 2026/27 charges for the rental of Town Grounds c) To discuss and agree the burial fees and date of any changes proposed d) To discuss and agree any actions required for the Cemetery and September Gardens.		
024/25-26	Clerk's report and requests Please see Clerk's report for April 2025.		
025/25-26	Income & Expenditure a) Members to consider and approve the following accounts for payment.		
	Npower	Bills currently on hold due to P434 directive Sub-total pre-authorized by Council	£ 0.00 £ 0.00
	Insurance Renewal	Insurance provider Year 2 of 3 – 2025/26	£ 1070.67
	Cemetery Contractor	Cemetery maintenance 2024/25 (255/24-25c)	£ 2.00
	Salaries and Expenses	Clerk's salary and expenses April 25	£ 665.08
	Community Lounge	Community Lounge reimbursement April 25	£ 73.61
	Community Lounge	Community Lounge advance May 25	£ 100.00
		Subtotal to authorise for payment now	£ 1911.36
		TOTAL EXPENDITURE AUTHORISED	£ 1911.36
	b) Clerk to report on the April bank balances and reconciliation statement.		
026/25-26	Correspondence a) NALC Chief Executive's Bulletin (emails 13/24/25, 24/4/25, 06/05/25) b) Contact from resident (email 01/05/24) c) Practitioner Guide 2025 (email 28/04/25) d) Cambs Police County Lines Training (email 06/05/25) e) Npower P434 unmetered supply directive (email 06/05/25) f) CCVS spotlight bulletin April 25 (email 13/04/25) g) CCC Highways – TTRO 25-884 (email 13/04/25)		
027/25-26	Planning There are no planning applications to review at this meeting		
028/25-26	Biodiversity and Habitat Initiatives To discuss and agree any actions required on biodiversity and habitat initiatives		
029/25-26	Clerk's Appraisal To discuss and agree the date for the next Clerk's annual appraisal.		
030/25-26	Agenda Items/Next Meeting - to agree the date of the next Parish Council meeting proposed to be Monday 2 June 2025. Items to be included on agenda should be with the Clerk by Friday 23 May 2025.		