



# BENWICK PARISH COUNCIL

Tel: 07471344070 email: benwickparishcouncil.clerk@gmail.com  
Clerk: Mrs. A Barnes

To the Members of the Council

28 May 2025

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

On Monday 2 June at 19:30

At the village hall (Church room), 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 assistance the minute taking only.**

031/25-26	<b>Apologies for absence</b> To record any apologies for absence sent in advance of the meeting.	
032/25-26	<b>Declarations of Interest</b> Councillors to declare any interests in respect of any item to be discussed at this meeting: a) Disclosable Pecuniary Interest b) Non-Pecuniary Interest c) Sensitive Pecuniary Interest.	
033/25-26	<b>Public participation</b> An opportunity for members of the public to speak to the council.	
034/25-26	<b>Confirmation of Minutes</b> Approve and sign the Minutes of the Council Meeting held on Monday 12 May 2025.	
035/25-26	<b>County &amp; District Councillors Reports</b> No reports received.	
036/25-26	<b>Action Log</b> To review and update the log of actions from previous meetings.	
037/25-26	<b>Defibrillators</b> To discuss and agree any actions with regard to defibrillator units.	
038/25-26	<b>Community Lounge</b> Update from Cllr Lowry on the Community Lounge.	
039/25-26	<b>Highways matters</b> To discuss and agree any Highways related matters arising.	
040/25-26	<b>Cemetery and September Gardens</b> To discuss and agree any actions required for the Cemetery and September Gardens, including: a) Review of Town Grounds Fees	
041/25-26	<b>Mooring</b> To discuss and agree any actions required for the mooring, including: a) Mooring planting project	
042/25-26	<b>Civility and Respect Pledge</b> To discuss and agree the NALC, SLCC, OVW and County Association Civility and Respect.	
043/25-26	<b>Internal Audit 2024/25</b> a) To receive and note the independent Internal Audit report for the financial year ending 31st March 2025. b) To consider any improvements required and remedial actions to be taken. c) To agree and appoint the Internal Auditor for 2025-26	

044/25-26	<b>Audit and Accounts 2024/25</b> a) To complete the Annual Return sections 1 and 2. A copy of the completed Annual Return, sections 1 and 2 have been sent to all councillors ahead of this meeting. (Governance Statements to be resolved individually) b) To agree and sign accounts for the financial year ending 31st March 2025. A copy of the accounts and bank reconciliation has been sent to all councillors ahead of this meeting. c) To confirm the notice of public rights dates and the publication of unaudited annual return accounts for the year ended 31st March 2025 has been placed on the Council website and notice boards.			
045/25-26	<b>Clerk's report and requests</b> Please see Clerk's report for May 2025.			
046/25-26	<b>Policy reviews</b> To review, discuss amendments to and approve the following policies: a) Email Contact Privacy Policy b) Privacy Notice c) Freedom of Information Policy d) Policy on Filming or Recording Meetings e) Media Policy f) Website Accessibility Statement g) Safeguarding Policy			
047/25-26	<b>Income &amp; Expenditure</b> a) Members to consider and approve the following accounts for payment.			
048/25-26	N Power – Streetlight electricity supply  Legra Internal Audit Salaries and Expenses Community Lounge Community Lounge	Bills currently on hold due to P434 directive <b>Sub-total pre-authorised by Council</b>  2024/25 Internal Audit Clerk's salary and expenses May 2025 Reimbursement of expenditure May 2025 Community Lounge Advance June 2025 <b>Subtotal to authorise for payment now</b>	£ 0.00 <b>£ 0.00</b>  £ 285.00 £ 511.29 £ 417.38 £ 100.00 <b>£ 1313.67</b>	
049/25-26	<b>TOTAL EXPENDITURE AUTHORISED</b>		<b>£ 1313.67</b>	
050/25-26	b) Clerk to report on the May 2025 bank reconciliation.			
051/25-26	<b>Correspondence</b> a) Fenland District Council (FDC) Press Release (emails 21/05/25 x2) b) FDC Cabinet Meeting Agenda (email 10/05/25) c) National Association of Local Councils (NALC) Chief Executive's Bulletin (emails 10/05/25, 19/05/25) d) NHS Integrated Care System newsletter (email 10/05/25) e) Email from Cllr Fisher (email 10/05/25) f) Manea Parish Council email (28/05/25)			
052/25-26	<b>Planning</b> To discuss and agree any planning related comments in relation to: a) ANW_PE311 BENWICK STW, FOUNTAIN CLOSE, BENWICK, CAMBRIDGESHIRE, PE15 0UQ			
053/25-26	<b>Biodiversity and Habitat Initiatives</b> Discuss and agree any biodiversity actions / initiatives.			
054/25-26	<b>Agenda Items/Next Meeting</b> Agree the date of the next Parish Council meeting proposed to be Monday 7 July 2025. Items to be included on agenda should be with the Clerk by Monday 30 June 2025.			