

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
Tel: 01491 825038 e-mail: bensonparish.council@virgin.net

**You are summoned to the meeting of the Benson Parish Council
to be held on Thursday 25th May 2017 at 7:15pm
in the Parish Hall Committee Room**

Plans will be on display for the Parish Councillors and Public at 7:00pm

Councillors are reminded to sign the Attendance Register

Councillors should arrive early to review purchase invoices and sign cheques

AGENDA

1. **To elect the Chairman of the Council.**
2. **The elected Chairman to sign acceptance of office.**
3. **To elect the Vice-Chairman of the Council.**
4. **The elected Vice Chairman to sign acceptance of office.**
5. **Apologies for absence**
6. **Declarations of Interest.** – Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item).
7. **To receive reports from the following:**
 - a. PAGE – Parishes Against Gravel Extraction
 - b. Cllr M Gray – OCC Member.
 - c. Cllr F Bloomfield – SODC Member.
 - d. Cllr R Pullen – SODC Member.
8. **Public Session.** To allow members of the public to ask questions and address the Chairman. (It should be noted that the time allocated for the public session is a total of 10 minutes for all those wishing to speak as per council Standing Orders para 1.e.).
9. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on:27th April 2017
10. **To agree** that the draft minutes of the Annual Parish Meeting held on 11th May 2017 should be put on the website.
11. **To Review Council Delegation Arrangements:**
 - a. For committees.
 - b. Employees.
 - c. Other local authorities (e.g. SODC dog waste bins emptying).
11. **To Approve and Adopt Terms of References (TOR) for Committees:**
 - a. Finance Committee.
 - b. Halls Committee.
 - c. Recreation and Lands Committee.

- d. Planning Committee.
 - e. Awards Committee.
 - f. Technology Committee.
12. **To Approve and Adopt Terms of References (TOR) for:**
- a. Youth Facilities Working Group.
 - b. Transport Advisory Group.
 - c. Benson Hydro Working Group.
 - d. Bertie West Field Working Group.
 - e. Benson Neighbourhood Plan.
13. **To Receive and Approve Nominations for Membership of Benson Parish Council Committees:**
- a. Finance Committee.
 - b. Halls Committee.
 - c. Recreation and Lands Committee.
 - d. Planning Committee.
 - e. Awards Committee.
 - f. Technology Committee.
14. **To Appoint, if required any New Committees.** For any new committees confirm Terms of Reference, number of members, (including, if appropriate, substitute councillors) and receive nominations to them.
15. **Standing Orders and Financial Regulations are under review.** These will be brought to a regular Benson Parish Council Meeting as and when they are ready for adoption.
16. **To review representation on or work with external bodies.** To include the arrangements for reporting back to council:

Outside Bodies liaison Councillors

Archives	Parish Clerk
Bensington Society	Cllr P Murray
Benson Bulletin	Cllr P Baylis
Benson C of E Primary School	Cllr T McTeague
Benson Community Association (BCA)	Cllr D Olley
Benson United Football Club (BUFC)	Cllr S McCann
Brownies, Guides & Scouts	Cllr T Stevenson
Friends of Benson Library (FOBL)	Cllr P Peers
Footpaths	Cllrs P Baylis and T Stevenson
Grundon's, Agrivert and Hazel and Jefferies	Cllr P Murray
Health & safety	Cllr J Fowler
Millstream Day Centre	Cllr T McTeague
OALC	Cllr M Winton

RAF Benson	Cllr F Lovesey
RAF Benson School	Cllr F Lovesey
Tennis Club	Cllr R Jordan
Transport	Cllr P Peers
War Memorial	Cllrs F Lovesey and D Olley
Youth	Cllr P Peers
Townsland Steering Group	Cllr M Winton
Benson Flood Alleviation Group	Cllr R Workman

17. To Adopt:

- a. Land and building register.
- b. Inventory of assets.
- c. Arrangements for insurance cover in respect of all insured risks.
- d. The council's and/or employees' memberships of other bodies.
- e. The council's complaints procedure.
- f. The council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- g. The Council's policies for:
 - i. Press/Media policy.
 - ii. Email Policy.
 - iii. Grant Policy.
 - iv. Pension Policy.
- h. Benson Parish Council Risk Assessment

18. To sign:

- a. Section 1 of the Annual Return, the Annual Governance Statement
- b. Section 2 of the Annual Return, the Accounting Statement

19. Meetings: To set the dates, times and place of ordinary meetings for the year ahead:

- a. Full Council Meetings: Are normally held in the parish hall committee room at 7:30PM on the 4th Thursday of the month except for December when it is held at 7:30PM on the 2nd Thursday of that month.
- b. Finance Meetings: Date in January to be decided each year. Then the 3rd Tuesday in the month as required except December. Meetings normally start at 7:30PM and will be held in any available room in the parish hall.
- c. Halls Meetings: Are held as required and normally in the parish hall committee room at 7:30PM on the 2nd Thursday in the months of January, March, May, July and October.
- d. Recreation and Lands Meetings: Are held as required and normally in the parish hall committee room at 7:30PM on the 2nd Thursday in the months of February, April, June, September and November.
- e. Planning Meetings: These will be held as required but normally during a full council

meeting and preceding the Halls and Recreation and Lands Meetings held on the 2nd Thursday of the Month at 7PM.

- f. Awards Meetings: These will be held as required but normally in April and November to choose winners of Benson Parish Council Awards.
- g. Technology Meetings: These will be held as required.
- h. Exceptions: Any regular meeting of the parish council may be cancelled or moved if they clash with a Bank Holiday or other important event.

20. **Benson Parish Council Planning Committee:**

- a. To approve and sign the minutes of the Planning Meeting held 16th May 2017.
- b. To consider Planning Applications:
 - i. **BPC18/17/P17/S0720/FUL** (Full Application) Application Type: Minor Amendment: No. 2 - dated 8th May 2017 Proposal: Installation of new "Folded Roof" concept, comprising of new aluminium cladding to the roof, with new style booths and reconfiguration of the car park. New remote bin store sited to the west. Installation of new fascia signage. (As amended by drawing 1032 Revision B accompanying e-mail from agent received 3 April 2017 and drawings and Tree Survey, Arboricultural Impact Assessment Dated 8 May 2017 accompanying e-mail from agent received 8 May 2017) Address: McDonalds Restaurants Ltd Oxford Road Benson OX10 6LX
 - ii. **BPC19/17/P17/S0721/A** (Advertisement Consent) Application Type: Other Amendment: No. 1 - dated 8th May 2017 Proposal: Installation of new "Folded Roof" concept, comprising of new aluminium cladding to the roof, with new style booths and reconfiguration of the car park. New remote bin store sited to the west. Installation of new fascia signage. (As amended by drawing 1032 Revision B accompanying e-mail from agent received 3 April 2017 and drawings and Tree Survey, Arboricultural Impact Assessment Dated 8 May 2017 accompanying e-mail from agent received 8 May 2017) Address: McDonalds Restaurants Ltd Oxford Road Benson OX10 6LX
 - iii. **BPC34/17/P17/S1652/A** (Advertisement Consent) Application Type: Other Proposal: 1 x internally illuminated fascia, 1 x internally illuminated co-op projector and 4 x non illuminated wall mounted aluminium panels. Address: 24 High Street Benson OX10 6RP
- c. To note Planning Decision:

BPC21/17/P16/S3922/FUL: Application proposal, including any amendments: Demolition of garages, workshops and offices and replaced with six dwellings with car parking, comprising of three detached houses, a pair of semidetached houses and a detached bungalow. (as amended by plan ref BS315 099 P3 which shows turning opportunity for emergency vehicles and parking spaces to current dimensional standards, as amplified by the Noise Impact Assessment Report dated 17 January 2017, by the email from the agent dated 8 February 2017 and by the submission of refurbishment and demolition asbestos survey report dated 20 February 2017). Site Location: Atalanta Garage Beggarsbush Hill Benson OX10

Permission Granted

- d. To note the withdrawal of application:
BPC24/17/P17/S0955/PRC Location: Barhams Chapel Lane Benson OX10 6LU
 Proposal: Change of use from A1 (shops) to A3 (restaurants and cafes).
 - e. To receive a report from the Chairman of the Planning Committee.
21. **Benson Parish Council Finance Committee:**
- a. To approve and sign the minutes of the Finance Committee Meeting held on 16th May 2017.
 - b. To present recommendations to council.
- Recommendation to Full Council:**
- To purchase a Trojan Anthill Climber from Wicksteed at a cost not to exceed £13000 plus VAT including installation and surfacing. Also to approach Benson Bulletin, BCA and Bensington Society for funding for a Pendulum swing.**
- Recommendation to Full Council:**
- To purchase a fire safe at a cost not to exceed £479 plus VAT**
- c. To receive a report from the Chairman of the Finance Committee.
22. **Benson Parish Council Halls Committee:**
- a. There was no Halls Committee Meeting held in May 2017.
 - b. To present recommendations to council. There were no recommendations.
 - c. To receive a report from the Chairman of the Halls Committee.
23. **Benson Parish Council Recreation and Lands Committee:**
- a. There was no Recreation and Lands Committee Meeting scheduled for May 2017.
 - b. To receive a report from the Chairman of the Recreation and Lands Committee.
24. **Benson Parish Council Technology Committee:**
- a. To approve and sign the minutes of the Technology Committee Meeting held on Tuesday 2nd May 2017.
 - b. To present recommendations to council. There were no recommendations.
 - c. To receive a report from the Chairman of the Technology Committee.
25. **Benson Parish Council Working Groups:**
- a. To receive reports from the Benson Parish Council Working Groups.
26. **Benson Parish Council Chairman:**
- a. To receive a report from the Chairman.
 - b. To report on any items or issues brought forward.
 - c. **To discuss and agree any Proposals or Approvals.** No proposals or approvals were brought to the meeting.
27. **Correspondence:**
- a. To review correspondence and post received as detailed on attached list (to follow).
 - b. To review Parish Office Notes as detailed on attached list (to follow).

28. **Finance:**
- a. To sign off the reconciled bank statements for the current account as at: 28th April 2017.
 - b. To sign cheques as detailed on the attached list (to follow).
 - c. To approve and sign
 - i. Section 1 of the 2016-17 Annual Return, the Annual Governance Statement
 - ii. Section 2 of the 2016-17 Annual Return, the Accounting Statements
29. **Questions to the Chairman:** Questions should be provided to the Parish Clerk by Tuesday 12 Noon prior to the meeting.
30. **Items for Councillors to Note.**
31. **To confirm the date of the next council meeting.** Thursday 22nd June 2017
32. **Dates of Next Meetings:**
- a. Parish Council Meeting. Thursday 22nd June 2017.
 - b. Finance Meeting Tuesday 18th July 2017.
 - c. Halls Meeting Thursday 1st June 2017
 - d. Recreation and Lands Meeting Thursday 8th June 2017.
 - e. Planning Meetings (to be notified).

Dianne Brooks
Proper Officer
18.05.17