

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: [clerk@bensonpc.org.uk](mailto:clerk@bensonpc.org.uk)

**Minutes** of the Benson Parish Council meeting held on **Thursday 27<sup>th</sup> September 2018 at 7:30pm** in the Benson Parish Hall Committee Room.

<b>Present:</b>	Cllr B Pattison	Chair	Cllr P Baylis	Vice Chair
	Cllr R Jordan		Cllr F Lovesey	
	Cllr D Olley		Cllr T McTeague	
	Cllr C Robinson		Cllr T Stevenson	
	Cllr M Winton			

**Proper Officers:** E Lemaire

**Members of the Public:** 8 members of the public were present plus 2 prospective councillors: Mr John Sharman and Mr Martyn Spence, and the reporter from the Henley Standard

- 1. Apologies:** Cllr S McCann and Cllr P Murray
- 2. Declarations of Interest:** Cllr F Lovesey declared an interest in item 8.d.i.

Item 5 was brought forward

**5. To co-opt a new Council Member and the new Council Member to sign the Declaration of Acceptance of Office**

The candidates interested in joining the Council were offered 5 minutes each to be questioned and ask questions, and present why they were interested in joining the Council. Martyn Spence withdrew his application to stand as a Councillor but expressed his interest in remaining as a non-voting member of the Technology Committee.

Discussion was postponed until later in the meeting.

**3. To receive reports from the following:**

a. Cllr M Gray – OCC member

Meetings have been held with the Benson Voluntary School Trust. Concerns are that if the expansion of the School is delayed, the School may not be able to meet the intake requirements for 2019-20. A leaflet has been produced by Cllr M Gray and Cllr S Cooper to raise awareness of the proposed decrease in area of the School/Youth field. Cllr C Robinson has copies of documents relating to the land and will circulate.

Independent Road Safety Audits have been carried out on the Watlington Road and Littleworth Road and OCC will be obliged to act on the pending results. Cllr M Gray has attended the Watlington road zebra crossing on 4 occasions and noted that lighting is dim meaning that pedestrians about to cross are not highly visible to traffic, and there is insufficient signage to warn drivers of the new crossing ahead. Gavin Belcher of OCC has been asked if there is a chance of having the island reinstated.

OCC's proposal of the prudential borrowing of £120m from its own reserves has been approved for major infrastructure spending, mainly on roads and schools. The borrowing is against the future growth in the County with the new homes and increased council tax.

Six Oxfordshire Councils have come together to create the Joint Spatial Plan (JSS) to enable joined up thinking around new infrastructure and its equal delivery across the county.

OCC has made request to the Secretary of State that more funds are made available to monitor home educated children, numbers of which have increased significantly to 500 in Oxfordshire.

OCC supports the Oxford to Cambridge Expressway and is adamant that it must take pressure off the A34.

b. Cllr F Bloomfield – SODC member submitted a report (see attached annex a)

c. Cllr S Cooper – SODC member

At the meeting of the SODC Planning Committee held on 26<sup>th</sup> September, the Bloor Homes development in Benson Lane, Crowmarsh Gifford was granted planning permission.

Benson has outline planning for 781 new homes, this could raise to 800 and estimations are that

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this will bring c.200 children to the village. A possible solution to the increased school demands that Cllr S Cooper would like OCC to consider, is to leave the current school as it is and build a second primary school on the land owned by OCC at The Meer.

#### 4. Public Session:

A member of the public reported that a Rowan tree by the tennis courts had died and asked that it be replaced. **Agenda** for next recreation and Lands meeting.

Item 14 was brought forward

#### 14. Presentation by The Millstream Day Centre of its Development Plan

Andrew Brooker, trustee of The Millstream Day Centre presented the Centre's development plan to the Council.

The Centre asks the Parish Council for its endorsement of its development plans and for a grant of £500 towards building plans in addition to the annual grant towards running costs.

**Agenda item for the next finance committee meeting.**

Item 15 was brought forward

#### 15. To discuss the letter received from the Benson Community Association outlining its proposals on how best to dispose of its assets on closure of the Association

Mr D Rushton, Chair of the BCA attended the meeting to speak to the Council. The BCA intends to dissolve the charity, distribute its liquid assets to community organisations and pass beneficial ownership of Warwick Spinney to Benson Parish Council. The present trustees of the land will sign a declaration of resignation as trustees. The BCA will undertake immediate maintenance works to make the site more secure and not open to unplanned vehicular access. Money will be given to the Benson Nature Group who will be responsible for maintaining the land.

The BCA will pay legal costs relating to the transferral of the land to the Parish Council and for legal advice on the process.

Members voted with 8 in favour and 1 abstention to agreeing in principle to Benson Parish Council becoming beneficial owner of Warwick Spinney, subject to legal advice.

**Agenda item for October meeting.**

6. **Minutes of the last meeting:** To approve and sign the minutes of the meetings held on Thursday 26<sup>th</sup> July 2018 and Thursday 23<sup>rd</sup> August 2018. **Members who were present at both meetings unanimously resolved to approve the minutes of the meetings with no amendments.** Cllr B Pattison signed the minutes as true records.

#### 7. Benson Parish Council Planning Committee

a. The following planning applications were considered:

- i. **BPC106/18 P18/S2396/LB** (Listed Building Consent) Application Type: Other  
Proposal: Retention of clock tower and insertion of lintel over doorway at out building at Lower Farm House  
Address: Lower Farm House Preston Crowmarsh OX10 6SL  
**Members resolved unanimously to approve the application**
- ii. **BPC 107/18 P18/S2416/HH** (Householder) Application Type: Other  
Proposal: Rear conservatory extension with structural opening to rear wall. Internal wall opening and en-suite bathroom to top floor bedroom.  
Address: April Cottage 69 Brook Street Benson OX10 6LH  
**Members resolved unanimously to approve the application.**
- iii. **BPC108/18 P18/S2417/LB** (Listed Building Consent) Application Type: Other  
Proposal: Rear conservatory extension with structural opening to rear wall. Internal wall opening and en-suite bathroom to top floor bedroom.  
Address: April Cottage 69 Brook Street Benson OX10 6LH  
**Members resolved unanimously to approve the application.**
- iv. **BPC109/18 P18/S2392/FUL** (Full Application) Application Type: Minor Amendment : No. 1 - dated 23<sup>rd</sup> August 2018

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Proposal : Shop front, frames and doors to be decorated in Traffic Grey B RAL 7043. Install 1 no. new AC units, 1 Condenser and 1 Compressor on concrete bases within service yard. New 2.5m high timber fence plant enclosure. New 2m high acoustic screens to enclose AC units. New 2.3m high chiller unit to side of store with access through new opening in external wall. 6 existing window openings to be bricked up. New Amazon lockers to side of store. New steel trolley bay railings to front of store.(as revised by plan ref 20013A removing the Amazon lockers and the submission of revised details for the trolley park).

Address : 24 High Street Benson OX10 6RP

**Members resolved unanimously to approve the application.**

- v. **BPC110/18 P18/S2615/HH** (Householder) Application Type: Other

Proposal: Single storey rear extension with glazed rooflights and replacement roof and new cladding to existing side projection

Address: 1 Old Barn Close Benson OX10 6LN

**Members resolved unanimously to approve the application.**

- vi. **BPC111/18 P18/S2539/HH** (Householder) Application Type: Other

Proposal: To create two new velux windows in the roof - one north facing and one south facing. Address: 7 Fifield Barns Benson OX10 6EZ

**Members resolved to approve the application – 8 in favour 1 abstention.**

- vii. **BPC112/18 P18/S2540/LB** (Listed Building Consent) Application Type: Other

Proposal: To create two new velux windows in the roof - one north facing and one south facing. Address: 7 Fifield Barns Benson OX10 6EZ

**Members resolved to approve the application – 8 in favour 1 abstention.**

- viii. **BPC113/18 P18/S2767/HH** (Householder) Application Type: Other

Proposal: Replacement single storey rear extension.

Address: 15 Passey Crescent Benson OX10 6LD

**Members resolved unanimously to approve the application.**

- b. The following planning decisions were noted:

- i. **BPC87 P18/S1346/FUL** Application proposal, including any amendments: Variation of condition 2 (approved plans) of Planning Permission P16/S3424/FUL- to provide 10 additional bedrooms within the same footprint, as the previously approved staff accommodation is not required, and the external alterations to the building. (as amended by site plan received 3 July 2018 clarifying location of boundary treatment) Development of a 60 bed C2 Use Class elderly care home (as amplified by drainage testing information received 2nd November 2016, section plan showing site levels received 22nd December 2016, Sustainable Drainage and Landscape Management Plan and additional information received 14th December 2016, TRICS daily trip rate survey received 15th December 2016 and footpath plan received 15th December 2016). Site Location: Land at Churchfield Lane Benson OX10 6SH

**Planning permission is GRANTED 17<sup>th</sup> August 2018**

- ii. **BPC94/18 P18/S1975/FUL** Application proposal, including any amendments: Demolish the side extension and replace with new bungalow (as amended by drwgn0 002B received on 17/07/18 to revise the size and position of parking spaces)

Site Location: 25 The Cedars Benson OX10 6LL

**Planning permission is GRANTED 28<sup>th</sup> August 2018**

- iii. **BPC71/17 P17/S4295/HH** Appeal Ref: APP/Q3115/D/18/3203548 37 High Street, Benson, Wallingford, Oxfordshire, OX10 6RP

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission. The appeal is made by Mr J Murphy against the decision of South Oxfordshire District Council. The application Ref P17/S4295/HH, dated 5 December 2017, was refused by notice dated 7 March 2018. The development proposed is the demolition of the front wall, pillars and gate.

Decision 1. The appeal is allowed and planning permission is granted for the demolition of the front wall, pillars and gate at 37 High Street, Benson, Wallingford, Oxfordshire, OX10 6RP, in accordance with the terms of the application, Ref P17/S4295/HH, dated 5 December 2017.

**Planning permission is GRANTED 30<sup>th</sup> August 2018**

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- iv. **BPC97/18 P18/S2197/HH** Application proposal, including any amendments : Remove existing roof to main bungalow, reinstate with new. Create a first floor comprising of bedrooms (amplified by further information received 30th August 2018)  
Site Location: 37 Old London Road Benson OX10 6RR  
**Planning permission is GRANTED** 17<sup>th</sup> September 2018
- v. **BPC80/18 P18/S0827/O** Proposal: Outline planning application for up to 150 dwellings together with associated access, public open space, landscaping and amenity areas Location: Land to the east of Benson Lane Crowmarsh Gifford  
Planning Committee Notification: **The planning committee will consider this application on 26 September 2018.**
- vi. **BPC98/18 P18/S2392/FUL** Proposal, including any amendments : Shop front, frames and doors to be decorated in Traffic Grey B RAL 7043. Install 1 no. new AC units, 1 Condenser and 1 Compressor on concrete bases within service yard. New 2.5m high timber fence plant enclosure. New 2m high acoustic screens to enclose AC units. New 2.3m high chiller unit to side of store with access through new opening in external wall. 6 existing window openings to be bricked up. New Amazon lockers to side of store. New steel trolley bay railings to front of store.(as revised by plan ref 20013A removing the Amazon lockers and the submission of revised details for the trolley park and amplified by noise impact assessment received 4 September, 2018).  
Site Location : 24 High Street Benson OX10 6RP  
**Planning permission is GRANTED** 19<sup>th</sup> September 2018

### 8. Benson Parish Council Finance Committee

- a. **Minutes of the last meeting:** To approve and sign the minutes of the meeting held on Tuesday 18<sup>th</sup> September 2018. **Members who were present at the meeting unanimously resolved to approve the minutes with no amendments.** Cllr R Jordan signed the minutes as a true record.
- b. To receive a report from the Chair of the Finance Committee:  
Cllr R Jordan reported that the matter of the Tennis Club's outstanding invoices has now been satisfactorily dealt with.
- c. To discuss the insurance renewal for 2018/19  
The lowest renewal quote for insurance for the year 2018/19 is over budget at £7,457.20.  
**Members voted unanimously in favour of the proposal to take out the insurance cover offered at the lowest quote for one year (Came & Co).**
- d. Recommendations to Full Council
  - i. **Recommendation to Full Council to allocate a maximum of £2,000 towards the planned WW1 Centenary Event, such cost to be met by reallocation from the Loan Repayment budget**  
**Members who had not signed a declaration of interest in the matter voted unanimously in favour to allocate £2,000 towards the WW1 Centenary Event from the loan repayment budget.**

### 9. Benson Parish Council Halls Committee

- a. **Minutes of the last meeting:** To approve and sign the minutes of the meeting held on Tuesday 11<sup>th</sup> September 2018. **Members who were present at the meeting unanimously resolved to approve the minutes with no amendments.** Cllr T McTeague signed the minutes as a true record.
- b. To receive a report from the Chair of the Halls Committee:  
The installation of the Parish Hall replacement water tanks is due week commencing 1<sup>st</sup> October 2018. CALA are redrawing the plans for the new community building.

### 10. Benson Parish Council Recreation and Lands Committee

- a. **Minutes of the last meeting:** To approve and sign the minutes if the meeting held on Thursday 13<sup>th</sup> September 2018. The signing of the minutes was deferred until the next meeting.

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- b. To receive a report from the Chair of the Recreation and Lands Committee:  
The committee have been advised by a hedge layer that the hedge running from the corner of Sunnyside to the tennis courts alongside the Watlington Road is in too poor a condition to lay and the best solution would be to take the current hedge out and replant. A recent Independent Road Safety Audit arranged by OCC has highlighted that the hedge reduces visibility at the zebra crossing.  
Dog fouling at the Bertie West Field has been raised as a concern: **Agenda** item for next Recreation and Lands meeting.  
The committee is drafting Survey Monkey questionnaires to ascertain the outdoor requirements of adults and teenagers in the village.  
The painting of the letters on the War Memorial may not be started until the War Memorials Trust has assessed the cleaning work that has been carried out and given permission.  
Committee members were asked to consider the 2019/20 spending needs for Recreation and Lands to present to the Finance Committee.
- c. Recommendations to Full Council
- i. **Recommendation to Full Council that Benson Parish Council increases the rental for allotments at a rate of 2% to cover inflation at the prevailing CPI rate (2.3%), this to cover the period from 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020**  
Members voted unanimously in favour to suspend standing orders for the purpose of discussing this recommendation.  
**Members resolved unanimously to increase both the administration charge and the charge per square meter for the year 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020 by 2% and to set future increases at no less than 5%.**  
Standing orders were resumed.
- ii. **Recommendation to Full Council that Benson Parish Council spends a further £1,085 plus VAT to have the lettering on the War Memorial repainted rather than re-cut as suggested by Matthew Beesley from GEM and Benson Parish Council would then seek to recover as much as possible of this spend from the War Memorials Trust.**  
Deferred to next meeting.
- iii. **Recommendation to Full Council that Benson Parish Council obtains a Trees of Remembrance free sapling and commemorative plaque from OCC and The Woodland Trust to be located between the tennis courts and the B4009**  
Deferred to next meeting.

### 11. Benson Parish Council Technology Committee:

- a. **Minutes of the last meeting:** To approve and sign the minutes of the meeting held on Wednesday 15<sup>th</sup> August 2018. **Members who were present at the meeting unanimously resolved to approve the minutes of the meeting with no amendments.** Cllr P Baylis signed the minutes as a true record.
- b. To receive a report from the Chair of the Technology Committee:  
The meeting due to be held on 19<sup>th</sup> September 2018 was not quorate and so postponed until 2<sup>nd</sup> October 2018.  
Councillors are still experiencing difficulties with accessing their emails on the new benssonpc.org.uk email addresses and Oxford IT have been asked to resolve these issues. Those Councillors experiencing difficulties to be contacted on their private email addresses until the issues are resolved.  
Cllr P Baylis has provided GDPR information for all Councillors and Staff to give a signed copy to the office to confirm they have received and read the information. **Action:** Clerk to circulate information to all Staff and Councillors.

### 12. Benson Parish Council Working Groups and Outside Bodies:

- a. To receive reports from Benson Parish Council Working Groups:  
**Parish Hall Extension Working Group**  
Nothing further to report.
- b. **Neighbourhood Plan Delivery Group**  
The comments on the BEN1 Phase 2 reserved matters application drafted by the NPDG



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have been submitted to SODC and passed to CALA. The NPDG has held discussions with CALA on the proposed new community building and green spaces.

**Action:** NPDG to circulate notes of meetings held with CALA to Full Council.

### WW1 Working Group

Cllr F Lovesey thanked the Full Council for allocating a maximum of £2,000 to the WW1 Working Group to cover costs of the event. The group is looking into acquiring Silent Soldiers to display at entrances to the village.

**13. To re-visit the request from the tenant of the Paddock to install a fence along the footpath at his own cost**

Deferred to next meeting.

**16. To discuss the Oxford to Cambridge Expressway proposed route**

Cllr B Pattison highlighted that the chosen corridor for the proposed Expressway falls very close to the village. Neighbouring villages have joined the Expressway Action Group to be kept up to date on the route preferences and prepare their cases to argue against the route.

**Item for Finance agenda: To consider contributing funds to and joining the Expressway Action Group**

**17. To agree a response to Greene King with regard to Benson Parish Council's expression of interest to bid on the land for sale at The Crown Inn**

Greene King responded to Benson Parish Council stating that the only access to the 4000 square feet of beer garden they intend to sell is via the pub car park, over which there is no right of way and so no viable use for the land could be envisaged. **It was resolved with 8 in favour and 1 abstention to withdraw Benson Parish Council's interest to be treated as a bidder on the land for sale at The Crown Inn.**

**18. To discuss and agree any Proposals or Approvals**

There were no proposals or approvals

**19. Correspondence**

a. To review correspondence and post received as detailed below:

### Post received for meeting Thursday 27<sup>th</sup> September 2018

Post/Emails Received	Circulated	Action
1. SODC - invitation to comment on District's draft CIL Spending Strategy (responses by 16Sep18).	17.08.18	Noted
2. Need not Greed Oxfordshire – invitation to meeting raising awareness of Oxfordshire's six local Councils' Joint Statutory Spatial Plan (24Sep18)	24.09.18	Noted
3. OCC Chief Executive, Peter Clark proposed operating model to improve frontline services and meet saving requirements	30.08.18	Noted
4. SODC Councillor's grant scheme open for local charities and community groups	03.09.18	Noted
5. Request from resident of Littleworth Road to establish a single contact point to record residents' concerns of traffic issues adversely affecting the road	11.08.18	Respond: OCC is the responsible authority, copy in Cllr Mark Gray. OCC is aware and actioning.
6. Complaint from Littleworth Road resident requesting the speed and volume of traffic be addressed	04.09.18	
7. Resident of Watlington Road email to OCC Cllr Mark Gray (BPC copied in) re poor vision and signage for new zebra crossing and speeding cars having difficulty stopping	11.09.18	

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8. OCC Highway depot open days, Drayton 6 <sup>th</sup> October and Deddington 13 <sup>th</sup> October (respond by 28Sep18 to attend)	11.09.18	Noted
9. OCC Chief Executive, Peter Clark, OCC response to announcement of preferred corridor for the Oxford-Cambridge Expressway	12.09.18	Item 16
10. OCC Thriving Communities vision, invite to events for towns and parishes to talk to OCC Councillors and Officers about local priorities and concerns (next date 4 <sup>th</sup> October, Banbury) <i>(nb OCC are hoping for more parishes to send representatives along to these meetings)</i>	13.09.18	Noted
11. Request for hedge to the left as you come out of Sunnyside onto the Watlington Road to be cut back as it obscures vision <i>(nb.there are two elders that are advised to be removed, one on the corner by the grit bin and one obscuring the Sunnyside sign)</i>	13.09.18	Awaiting decision on hedge removal/trimming
12. Helen Spicer, Little Acorn's Baby and Toddler Group letter to Council detailing the work and future plans of the group (and accounts for grant request for October meeting) and subsequent email	18.09.18	<b>Next finance meeting</b>
13. OCC Susan Halliwell notification that due to correspondence from benson residents re Littleworth Road, an independent Road Safety Audit will be carried out no later than 28 <sup>th</sup> September 2018	18.09.18	Noted
14. SODC grants available for small voluntary groups, open for applications until January 2019	18.09.18	Noted
15. Oxford IT Solutions instructions to set up email on phones (incl. specific instructions for iPhones and iPads) <b>add the account and enter email address and password, it may ask for the server address, that will be <a href="mailto:mail.benssonpc.org.uk">mail.benssonpc.org.uk</a></b>	24.09.18	Cllrs to notify office of specific problems to be forwarded to Oxford IT
16. Request from Cubs to clean up Bob's Corner and surrounds as part of their Community Badge on Thursday 4 <sup>th</sup> October. Litter pick, sweep and weed and extend to College Farm if required	24.09.18	Respond: Yes

b. To review Parish Office Notes as detailed on attached list.

None

### 20. Finance

a. To sign off reconciled bank statements for the current account as at 31<sup>st</sup> August 2018  
**It was resolved with 4 in favour and 5 abstentions to approve the reconciled bank statement as at 31<sup>st</sup> August 2018.**

b. To sign cheques as detailed below.

The following payments were agreed and signed:

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
17/09/2018	GEM Conservation	War Memorial cleaning	300018	817.20
31/08/2018	Grundon	Waste wheelers July	300019	100.30
27/09/2018	OCC	Pensions August	300020	1613.46
31/08/2018	Clarity Copiers	Photocopier August	300021	26.40
20/09/2018	Clearview	Window cleaning September	300022	140.00

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09/2018	Chiltern Society	Membership	300023	30.00
05/09/2018	SAGE	Sage Cover	300024	282.00
18/09/2018	SSE	PH q2 2018/19	300026	1030.32
01/09/2018	TP Knotweed	Yr 3 of 3 knotweed management	300027	384.00
24/08/2018	Benson Bulletin	Clerk recruitment advert	300028	16.10
24/09/2018	Millimott	Replacement of faulty lights PV plus bulbs	300029	364.00
27/09/2018	G Stock	August & Sept wage	300030	111.63
27/09/2018	Came and Co	2018/19 Insurance premium	300031	7457.20

### Bank payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
27/09/2018	Coop Bank	Sept salaries	tfr	5331.66
27/09/2018	HMRC	Sept PAYE NI	tfr	737.93

### Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
04/09/2018	British Gas	College Farm elec 10/08-01/09/2018	21/09/2018	10.79
19/09/2018	BT	Phones – 19/9-18/12/18	27/09/2018	109.23
24/08/2018	Everflow	16/9-15/10/2018 YH, Rivermead, Allotments, PH	24/08/2018	241.78
14/09/2018	Everflow	16/10-15/11/2018 YH, Rivermead, Allotments, PH	24/09/2018	249.84
28/08/2018	British Gas	PV elec 28/6-1/8/18	14/09/2018	219.25



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### Barclaycard Payments

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
27/07/2018	Keep&Share	Hall availability software	04/09/2018	10.04
31/07/2018	Post Office	Stamps	04/09/2018	29.00
21/08/2018	erecep	E Reception services	04/09/2018	9.00

**21. Questions to the Chairman:** There were no questions.

**22. Items for Councillors to note:**

Cllr F Lovesey gave her apologies for the October meeting.

**5. Cont. To co-opt a new Council Member and the new Council Member to sign the Declaration of Acceptance of Office**

Members of the public were asked to leave the room in order to resume discussion in confidential session on item 5 and invited back into the meeting for the voting (no members of the public returned).

**It was resolved unanimously to co-opt John Sharman as a Councillor.**

**23. To confirm the date for the next Council meeting:** 25<sup>th</sup> October 2018

**24. Dates of next meetings:**

- a. Technology meeting – 2<sup>nd</sup> October 2018
- b. Halls meeting – 18<sup>th</sup> October 2018 (date rearranged)
- c. Finance meeting – 16<sup>th</sup> October 2018
- d. Recreation and Lands meeting – 8<sup>th</sup> November 2018
- e. Planning meetings – Full Council meetings

The meeting closed at 9.52pm

Elizabeth Lemaire, Parish Clerk  
05.10.2018