

## 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 26<sup>th</sup> April 2018 at 7:30pm** in the Benson Parish Hall Committee Room.

**Present:**

Cllr P Baylis	(CPB) Chair	Cllr R Jordan	(CRJ)
Cllr F Lovesey	(CFL)	Cllr P Murray	(CPM)
Cllr T McTeague	(CTM)	Cllr D Olley	(CDO)
Cllr Claire Robinson	(CCR)	Cllr T Stevenson	(CTS)
Cllr M Winton	(CMW)	Cllr R Workman	(CRW)

Proper Officer: D Brooks (CLK)

1. **Apologies:** Cllr S McCann, Cllr B Pattison
2. **Declarations of Interest.** Cllr Stevenson declared an interest in item 16cii
3. **To receive reports from the following:**
  - a. Cllr M Gray sent his apologies but wished to inform the council that OCC (Gavin Belcher and Jason Sherwood) were fully behind sorting out the issues around Littleworth Road. He is also going to meet with the Headteacher at the Primary School concerning the speeding problem on Oxford Road. He has asked for a re-costing of the resurfacing of Castle Square but hoped the main pot holes would be dealt with in the meantime. Finally, he asked if he can address the Council at their next meeting regarding the potential Children's Centre.
  - b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present but had sent the District Councillors Report (Annex A)
4. **Public Session.** A reporter from the Henley Standard was the only member of the public present.
5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 22<sup>nd</sup> March 2018 and the Extraordinary Meeting held on 6<sup>th</sup> March. **Members who were present at both meetings unanimously resolved to approve the minutes of the meetings.** The respective chairs signed the minutes as a true record.
6. **Benson Parish Council Planning Committee**
  - a. **Minutes of Last Meeting: members who were at the meeting held on 19<sup>th</sup> April 2018 unanimously agreed to approve the minutes and they were signed by CRJ (chair) as a true record.**
  - b. To consider Planning Applications:
    - i. **MW.0025/18** Old Hazardous Waste Transfer Station Are, Grundon Waste Management Ltd, Goulds Grove, Ewelme, WALLINGFORD, OX10 6PJ Description of development: Open storage area for empty containers, bins and packaging equipment, including the retention of the old Lab Smalls building for the storage of equipment.  
**Members resolved to approve the application; 9 in favour and 1 abstention.**
    - ii. **BPC83/18P18/S1211/HH** (Householder) Application Type: Other Proposal: Proposed single storey extension to provide a family room and kitchen extension with utility room and WC Address: 41 Littleworth Road Benson OX10 6LY  
**Members resolved unanimously to approve the application, however, they wanted to make it plain that the parking at the Scout Hut should, under no circumstance, be used by contractors.**
    - iii. **BPC82/18/P18/S1191/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.**
    - iv. **OCC Ref: MW.0026/18** Planning application by Grundon Waste Management Ltd Estate Offices, Grange Lane, Beenham, Reading, Berkshire, RG7 5PY for planning permission for

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the Erection of a welfare cabin for the site operatives (Retrospective application). at Corner of lorry parking area, immediatel, Grundon Waste Management Ltd, Goulds Grove, Ewelme, WALLINGFORD, OX10

**Members resolved to approve the application; 9 in favour and 1 abstention**

The following were noted:

- i. **Agrivert Ltd** The Stables, Radford, Chipping Norton, OX7 4EB for Section 73 application to continue development without complying with Condition 1 (approved plans and documents) of planning permission **P13/S1972/CM** (proposed amendment of an Anaerobic Digestion Facility) to allow for amendment to the site layout at Battle Farm, Benson Lane, Preston Crowmarsh, Wallingford **PLANNING PERMISSION GRANTED**
- ii. **BPC68/17/P17/S4068/FUL** Application proposal, including any amendments: Proposed conversion of building to provide accommodation for farm workers (amplified by Preliminary Bat Roost Survey received 27th February 2018) Site Location: Potters Farm Old London Road Ewelme OX10 6PX **PLANNING PERMISSION GRANTED**
- iii. **BPC83/18/P18/S1101/DIS**, for development work at the following location: 68 Preston Crowmarsh Wallingford The application is for: Discharge of conditions 5 - access details, 6 - vision splays and 7 turning and car parking on application ref. P16/S0213/FUL Variation of approved planning applications P14/S3450/FUL (Demolition of existing dwelling and industrial units with erection of three dwellings of varying designs and form). **FOR INFO ONLY**

d. There was no report from the Chair of the Planning Committee

### 7. Benson Parish Council Finance Committee:

a. To approve and sign the minutes of the Finance Committee Meeting held on Tuesday 13<sup>th</sup> March 2018.

**Members who were present at the meeting on 13<sup>th</sup> March unanimously resolved to approve the minutes which were signed as a true record by CTM (chair).**

b. There was nothing further to report.

### 8. Benson Parish Council Halls Committee

a. **Members who were present at the last Halls Meeting on Tuesday 6<sup>th</sup> March unanimously resolved to approve the minutes which were signed as a true record by the chair (CTM)**

b. There was no report from the chair.

c. Members discussed the various options for renewal of the CCTV. The Council currently rents the equipment and the contract is due for renewal in August and would last for the next 75 months. Comparable quotes, for purchasing the equipment, had been obtained and included an annual maintenance fee. Purchasing the equipment was considered to be a much more economical option and the following recommendation was put forward.

**“Recommendation that Benson Parish Council spends no more than £3360 + VAT for the supply, installation and operation training of a new CCTV system with Executive Alarms. The recommendation also includes an annual maintenance contract of £220 + VAT”**

**Members resolved unanimously to accept the recommendation**

### 9. Benson Parish Council Recreation and Lands Committee:

a. **Minutes of last meeting.** The minutes of the last meeting have not yet been circulated so approval has been deferred to the next meeting.

b. i. The Chair reported that HAGs has installed the new play equipment at St Helens and a grand opening ceremony, with press coverage, is to be arranged and will involve the

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Primary School.

ii. Cllr Baylis is to complete the play inspection in April and Cllr Winton in May. In future this will be added to the list of forthcoming meetings on each agenda.

**Action: CLK**

iii. The Benson Deep Clean by BIFFA will take place 4<sup>th</sup> – 7<sup>th</sup> June. Please advise the clerk of areas felt in need of including.

iv. The school has advised the council that the playing field is to be fenced off but access to the Basketball Court will still be possible as this area will remain outside the fencing. The court will not be maintained by either the school or the Trustees but become the responsibility of the council. Since the field and the Basketball court were purchased for the Village as a whole, Cllrs Murray and McCann will formally write to those concerned.

**Action: CPM/CSM**

### 10. Benson Neighbourhood Plan Steering Group

Cllr Murray informed members that the Examiners report on the plan had now been issued and that it was extremely positive and endorsed the Neighbourhood Plan Group's approach and conclusions. SODC now need to accept and sign off the plan, after which there will be a 4-day period before the referendum date is confirmed; currently 28<sup>th</sup> June.

There will be a 25-day period of purdah during which the electorate cannot be persuaded to accept the plan but can be encouraged to exercise their democratic right to vote. Normal election rules apply, and the plan will be accepted if the 'yes' vote is over 50%. **Action:** Clerk to ask about postal vote procedure.

BEN5 Appeal: the Inspector is due to submit his report to the Secretary of State but will be unable to meet the original deadline of 4<sup>th</sup> May. This is likely to mean that the Plan could be adopted and carry more weight by the time the report goes to the Secretary of State. In connection with this, Benson Parish Council has been asked to submit comments on the Appeal report.

**To discuss this, members voted unanimously to "Suspend Standing Orders"**

The Council can respond to comments from both SODC and the Appellants on the Examiner's Report. A draft letter was circulated, and members agreed that the letter was very good and needed no amendments. **Action:** clerk to send letter signed by CPB as Chair of the Parish Council.

**Members voted unanimously to "Resume Standing Orders"**

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

**Parish Hall Working Group:** CTM explained that the Group had invited Richard Cutler (Architect) to attend meetings and to inform the members and discuss plans. Building Regulations have been submitted to SODC and quotes are now being obtained from 3 structural engineers. The group are considering designs for toilets, kitchen and lift etc. They have already made a few changes in terms of re-configuration of the kitchen and lift entrance, for example.

The next meeting will be on 14<sup>th</sup> May at 2pm.

### 12. General Data Protection Regulations:

it has just been announced that there is a proposed amendment to the Data Protection Bill which if agreed and accepted will exempt parish councils from the requirement to appoint a Data Protection Officer. This means there is no need to consider employing an outside organisation. Work has started on updating/reviewing policies and procedures. Cllr Robinson has worked with the clerk on this and is invited to join the Technology Committee at their next meeting (date to be confirmed).

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**13. Updated Model Standing Orders:** to be adopted at Annual Statutory Meeting in the meantime,  
**Action:** all members to inform clerk of any comments or amendments

**14. There were no Proposals or Approvals**

**15. Correspondence:**

To review correspondence and post received as detailed on attached list

**Post received for meeting Thursday 26<sup>th</sup> April 2018**

Post/Emails Received	
1. Littleworth Rd, Site meeting with residents (2 e-mails) sent 16.03.18	Noted
2. Thank you from Life Education – sent 20.03.18	Noted
3. Road closure notice – sent 20.03.18	Noted
4. SO Charitable Lottery – sent 26.03.18	Noted
5. RUG3 Minutes – sent 27.03.18	Noted
6. Citizens Advice South and Vale – sent 03.04.18	Noted
7. Homelessness Awareness Forum – sent 03.04.18	Noted
8. Police and Crime Commissioner Newsletter – sent 05.04.18	Noted
9. OALC Update inc. Model Standing Orders – sent 09.04.18	Noted
10. Minutes Agrivert Liaison Meeting – sent 10.04.18	Noted
11. Superfast Broadband Update – sent 12.04.18	Noted
12. Cllr Pullen Resignation – sent 17.04.18	Noted
13. Neighbourhood Policing Newsletter – sent 17.04.18	Noted
14. Oxfordshire Matters – sent 19.04.18	Noted
15. Civil Enforcement Powers letter – sent 19.04.18	Noted

**16. Finance:**

a. To sign off the reconciled bank statement for the current accounts as at 31<sup>st</sup> March 2018

**Members present unanimously resolved to approve the reconciled bank statement as at 31<sup>st</sup> March 2018**

b. Cheques etc. as detailed below were signed off

**April 26<sup>th</sup> 2018**

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
20/04/2018	Prime Compliance	Legionella Management work	506384	2160.00
16/04/2018	Millimott	Electrical work PH	506385	111.00
16/04/2018	SODC	Business Rates Millstream Toilets 18/19	506386	88.39
31/03/2018	Grundon	PH waste March	506387	100.30
	OCC	March pensions	506388	

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29/03/2018	Clarity Copiers	Photocopier	506389	24.00
05/04/2018	Paul Smith	Window cleaning	506390	140.00
21/03/2018	Community First	Subs 2018/19	506391	50.00
17/04/2018	Castle Water	YH Water 1/4/18- 31/3/2019	506392	626.56
26/04/2018	G Stock	March salary	506393	74.14
2/4/2018	Cathedral Leasing	Hygiene services – hire of dryers	506394	433.66
19/3/2018	SODC	Dog Bin Emptying 1/1- 31/3/18	506395	163.26
18/4/2018	SODC	PH licence fee 18/19	506396	180.00
13/03/2018	Benson Youth Club	Insurance	506397	106.37
18/04/2018	SSE	Elec Millstream toilets q1	506398	75.48
18/04/2018	SSE	Elec PH Q1	506399	1579.46
16/04/2018	George Henry Relay	Check of PA equipment compatibility	506400	89.40
26/04/2018	Yas Sweeney	April cleaning salary	506401	190.42
26/04/2018	Hags	St Helens zip wire and rope snake	506402	20859.82

### To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
26/04/2018	Coop Bank	April salaries	tfr	4255.69
26/04/2018	HMRC	April PAYE etc	tfr	736.20
26/04/2018	Coop Bank	AB mileage	tfr	40.05
26/04/2018	Coop Bank	TE reimburse cleaning products	tfr	13.26

### To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
10/04/2018	British Gas	Elec College Farm 8/3- 6/4/18	27/04/2018	13.72
16/04/2018	Oxford IT	IT support	16/04/2018	52.43
28/03/2018	British Gas	Elec PV 28/12/17- 27/3/18	18/04/2018	1588.23

### To approve Barclaycard Payments

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
21/03/2018	e-receptionist	Emergency call forwarding service	05/04/2018	9.00
08/03/2018	Amazon	Rubber stamp	05/04/2018	9.99
19/03/2018	123 Reg	Web hosting for NP	05/04/2018	172.66

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- c. To consider Grant applications payable under powers from 1972 Local Government Act (s137) for the following:
  - i. Benson Great Get Together: fostering community togetherness in the spirit of the late Jo Cox - £240. After some discussion regarding the Grants Policy and amounts of money available to support organisations; **it was resolved unanimously to award a grant for the Hall Hire (£47.25)** but unfortunately the council felt they were not in a position to provide a grant for the whole event.
  - ii. Benson Nature Group: safeguarding and enhancing the village's green spaces - £50. **Members resolved to award the Benson Nature Group a grant of £50; 9 for and 1 abstention due to a declared interest.**

17. **Questions to the Chairman:** there were no questions

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

CPM has been asked to attend a site meeting with the one of the developers and SODC to demonstrate support from both the Neighbourhood Plan Team and the Parish Council. Members were happy for this to go ahead.

CDO asked about the possibility of banners to advertise the APM. **Action:** Clerk to gain costs

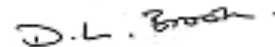
CTS confirmed that the Forest School contract has been signed but was still with the headteacher

A new meeting date for the Halls meeting is required - does 16<sup>th</sup> May clash with the proposed Neighbourhood Plan meeting?

19. **To confirm the date of the next council meeting.** Thursday 24<sup>th</sup> May 2018 (ASM)

20. **Dates of Next Meetings:**

- a. Technology Meeting – to be arranged
- b. Halls Meeting – Thursday 17<sup>th</sup> May (**to be re-arranged**)
- c. Finance Meeting Tuesday 15<sup>th</sup> May 2018
- d. Recreation and Lands Meeting Thursday 14<sup>th</sup> June 2018
- e. Planning Meetings (to be notified)
- f. Annual Parish Meeting Thursday 10<sup>th</sup> May 2018



Dianne Brooks, Clerk  
30.04.18