

BENSON PARISH COUNCIL

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

Tel: 01491 825038 e-mail: clerk@benssonpc.org.uk

Minutes of the Benson Parish Council meeting held on **Thursday 28th June 2018 at 7:30pm** in the Benson Parish Hall Committee Room.

Present:

Cllr B Pattison	(CBP) Chair	Cllr P Baylis	(CPB) Vice Chair
Cllr S McCann	(CSM)	Cllr P Murray	(CPM)
Cllr T McTeague	(CTM)	Cllr Claire Robinson	(CCR)
Cllr T Stevenson	(CTS)	Cllr R Workman	(CRW)

Proper Officer: D Brooks (CLK)

- 1. To elect the Chairman of the Council.** Cllr Mctague nominated Cllr Pattison, seconded by Cllr Stevenson. **Members resolved unanimously to elect Cllr Pattison as Chair of Benson Parish Council.**
- 2. Cllr Pattison signed the declaration of office.**
- 3. To elect the Vice Chairman of the council.** Cllr Stevenson nominated Cllr Baylis, seconded by Cllr Pattison. **Members resolved unanimously to elect Cllr Baylis as Vice Chairman of Benson Parish Council.**
- 4. Cllr Baylis signed the declaration of office.**
- 5. Apologies:** Cllr F Lovesey, Cllr R Jordan, Cllr D Olley, Cllr M Winton
- 6. Declarations of Interest.** There were no declarations of interest
- 7. To receive reports from the following:**

- a. Cllr M Gray gave his apologies for the last couple of meetings.

On the generic front, he reported: a shared service arrangement has been agreed between OCC and Cherwell District Council.

Historically there has been a delayed transfer amongst the elderly from hospital beds. However, a new approach has seen this decrease to around 78; a further drop of 50% is the aim.

The planning process for mineral extraction will take place July – September and all parish councils will be notified. Sites identified include Cholsey (already agreed), Culham (initially turned down) and another the “Marina” on the outskirts of Wallingford. In all there are 60 different sites identified across the South.

OCC has announced £2.7 million is to be spent on roads, bringing the total to £20 million. However, this is for 1500-2000 miles of road.

Locally the single grass-cut has been completed for the year. Cllr Gray encouraged the Parish Council to re-consider the Oxfordshire Together contract; stating that Cholsey would run it and deliver 3 cuts instead of 1. **Action:** refer back to Recreation and Lands committee to re-address. MG can provide testimonials from parishes already using the service.

Cllr Gray has been heavily involved with the liaison on works on Littleworth Road. County and the residents have worked proactively to sort out issues. The new crossing on Watlington Road is also now fully installed. CPB reported that the traffic management during the most recent works was really poor and the council has been copied into complaints by residents due to the amount of silica sand residue which caused damage to property. **Action:** clerk to forward to MG.

MG has offered £2000 to the PC, ideally for use on roads, if they will match fund the amount and propose an appropriate scheme. £2000 has already been provided to Millstream Day Centre towards their extension and Millstream are working with Cholsey, trying to solve transport issues. MG is still working on the development of a Children’s Centre in Benson, for which there is much support from members of the public.

Finally, Cllr Gray welcomed and congratulated Cllr Sue Cooper on her successful election to

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district councillor.

- b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present.
- c. Cllr Cooper reported that she is to attend the Planning Training on 10th July prior to the SODC Planning Committee meeting on 19th July. She has also attended a briefing of the Local Plan which is to look again at strategic sites for housing development, 500 houses, none in Benson. There is another meeting on the Local Plan in December. SC stated that she had received complaints from Crowmarsh Parish Council regarding the poor bin emptying at Rivermead. CPB will pass on for comment.

8. **Public Session.** John Taylor from Parishes Against Gravel Extraction (PAGE) presented to council. The county-wide annual target for Gravel Extraction is 1 million tonnes. 75% of new sites will be located in the south. Cholsey and Sutton Courtney have already been approved but this still leaves 2.2 million tonnes required in the south up to 2031. 62 sites have been nominated but 14 are not suitable and consultation will take place in July to September. PAGE cover 8 sites in the area: Benson, Dorchester, Shillingford and Warborough (SG 03 and 13); Berinsfield, Drayton St Leonard, Newington and Stadhampton (SG 09 and 59).

The area most under threat is Drayton and Stadhampton, although the decision not to develop Dorchester for archaeological reasons could still be challenged. The owners of Benson Marina have applied to extract around 60,000 – 80,000 tonnes, basically to extend the Marina. **Action:** John to send copy of application to the clerk.

It will be important for Benson Parish Council to be involved with the forthcoming consultation and PAGE will need input in order to represent the area properly. Finally, the grant that the Parish has provided is really important as it is used to engage a professional consultant.

9. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 24th May 2018 and the Extraordinary Meeting held on 8th June. **Members who were present at both meetings unanimously resolved to approve the minutes of the meetings.** Cllr Baylis, who chaired both meetings, signed the minutes as a true record.

10. Benson Parish Council Planning Committee

- a. **Minutes of Last Meeting:** signing of the minutes from 14th June was deferred as members present were not quorate.
- b. To consider Planning Applications:
 - i. **BPC92/18/P18/S1884/HH** (Householder) Application Type: Other Proposal: Proposed two storey side extension, floor plan redesign, carport development and all associated works. Address: Osterley 2 St Helens Crescent Benson Wallingford OX10 6RX
No strong views – this was unanimous.
 - ii. **BPC90/18/P18/S1640/FUL** (Full Application) Application Type (see definition over): Other Amendment: No. 1 - dated 21st June 2018 Proposal: Variation of condition 2 of Planning Permission P17/S1263/FUL to increase the number of children from 50 to 75 on a permanent basis. (Previous temporary permission: Variation of conditions 3, 4, & 5 of Planning Permission P03/W0270 to increase limit on number of children on site and opening times.) Address: Lowfield 10 Churchfield Lane Benson OX10 6SH
Action: clerk to request an extension to consultation period and set up short Planning meeting to discuss.
- c. The following were noted:
 - i. **BPC84/18/P18/S1211/HH** Application proposal, including any amendments: Proposed single storey extension to provide a family room and kitchen extension with utility room and WC. (In conjunction with parking plan received 7th June 2018)
Site Location: 41 Littleworth Road Benson OX10 6LY
PLANNING PERMISSION GRANTED
 - ii. **BPC86/18/P18/S1408/HH** Application proposal, including any amendments: Erection of a

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replacement rear conservatory and a first floor rear extension (as amended by drwgnos BLO 001A, PP 001A, EF 001A, PF 001A, PE 001A and PE 002 received on 04/06/18 to provide greater detail on the external appearance of the conservatory and reduce its width) Site Location: 1 Goulds Grove Cottages Old London Road Ewelme OX10 6PX

PLANNING PERMISSION GRANTED

- iii. **BPC85/18/P18/S1380/HH** Application proposal, including any amendments: Single storey rear and side extension Site Location: The Barn Beggarsbush Hill Benson OX10 6PL

PLANNING PERMISSION GRANTED

11. Benson Parish Council Finance Committee:

- a. **To approve and sign the minutes of the Finance Committee Meeting held on Tuesday 15th May 2018.** Deferred to next meeting as members present were not quorate.
- b. Membership of the Committee was confirmed as the Chair, Cllr B Pattison, Vice Chair, Cllr P Baylis, Chair of Halls, Cllr T McTeague and Cllr R Jordan.
- c. There was no report given.

12. Benson Parish Council Halls Committee

- a. **To approve and sign the minutes of the last meeting on 24th May 2018.** Deferred to next meeting as members present were not quorate.
- b. Cllr McTeague reported on the situation with the water tank at the Parish Hall. The large tank is corroding and disintegrating rapidly. The options are to replace it with 3 smaller tanks or go to a mains feed but there are concerns over water pressure. The one quote received so far is over £10,000 but others are being sought and advice taken.
- c. The proposals for the siting of the temporary Co-op store were discussed. Members expressed concerns regarding the option of siting it in Millstream Car Park. The Car Park is used by visitors to the Day Centre and the Doctor's surgery as well as shoppers. Parking is already very tight and if further car park spaces are lost this could impact other businesses in the village centre too. Members were really supportive of providing a temporary facility but felt the best option was to site it at the Parish Hall. This option will inconvenience fewer residents and be less detrimental to businesses in the village centre. **Action: clerk to inform SODC and the Co-op of the Council's preferred option, to site the temporary store in the Parish Hall car park, which was unanimously agreed.** It will be necessary to confirm and clarify other aspects of any agreement such as deliveries, welfare facilities, noise, timescales, fees etc. The Parish Council will also consult with neighbours to the Parish Hall.

13. Benson Parish Council Recreation and Lands Committee:

- a. **Minutes of last meeting held on Thursday 14th June:** deferred to the next meeting as members present were not quorate.
- b. Recommendation deferred to the next meeting.
- c. CPB reported that the benches had finally been installed on Sunnyside and thanked CTS for helping the Groundsman with this; alongside T Ellis.

14. Benson Parish Council Technology Committee

a. **Minutes of the last meeting:** the minutes of the meeting held on 13th June 2018 were approved unanimously as signed by the chair CPB as a true record.

b. To present the following recommendations to Full Council:

Recommendation to Full Council "that Mr Martyn Spence be co-opted as a non-voting member of the Technology Committee".

Mr Spence had attended the last meeting and proved himself to be very informative especially concerning the council website. It was felt he would add value to the committee. **Members resolved unanimously that Mr Martyn Spence be co-opted as a non-voting member of the committee.**

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Recommendation to Full Council “that Benson Parish Council purchase Bit Defender, a comprehensive security product recommended by Oxford IT, at a cost of £25 + VAT per office computer”.

Members resolved unanimously to accept the recommendation.

c. CPB explained the need to move to councillor specific e-mail addresses which supports the new Data Protection Regulations. An instruction is to be sent on Friday 29th June, to all councillors, after which time only the dedicated e-mail addresses will be used.

15. An update on the fencing of the School Field was given. CCR gave an overview of her interpretation of the lease for the basketball court and the Youth Hall. Discussions need to concentrate on who has responsibility for maintenance of the basketball court and the possible impact on Fire Evacuation given access to the field is now not available. **Action:** refer to Halls Committee who will establish contact with the Trustees and School Governors. It was noted that the School will consult with the PC over any plans for the fencing along the Oxford Road.
16. **Benson Parish Council Working Groups and Outside Bodies:**
- Parish Hall Working Group:** CTM explained that the Group is meeting weekly or 2 weekly and that the visit by the structural engineer had now been completed and the report was due imminently. The Group are examining outline plans for the main kitchen, toilets and second floor kitchenette in preparation for going out to tender.
 - CBP was confirmed as the council representative for **PAGE**.
 - Neighbourhood Plan Steering Group:** the results of the referendum are awaited. All councillors were encouraged to vote.
17. **General Data Protection Regulations:** a document has been circulated which is a checklist issued by the ICO. All councillors are expected to read this and any questions to be referred to the clerk. The Technology committee are reviewing policies and procedures associated with the new regulations and a document will be issued for members to sign confirming their acceptance of any new policies and understanding of the content.
18. **There were no Proposals or Approvals**
19. **Correspondence:** To review correspondence and post received as detailed on attached list

Post received for meeting Thursday 28th June 2018

Post/Emails Received	Action
1. Council plans to reassess housing sites for Local Plan – sent 21.05.18	Noted
2. RTA Link Update May 2018 – sent 21.05.18	Noted
3. Ridgeway Spring Newsletter – sent 23.05.18	Noted
4. Local Plan Update – sent 25.05.18	Noted
5. Millstream Day Centre Annual Meeting – sent 29.05.18	Noted
6. Oxfordshire CC and Cherwell DC working proposal – sent 30.05.18	Noted
7. Chilterns May Newsletter – sent 30.05.18	Noted
8. Resident’s letter re fencing of school field – sent 01.06.18	Awaiting progress reports

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9. OALC May update – sent 31.05.18	Noted
10. Littleworth road update – sent 06.06.18	Noted
11. RUG3 Agenda and minutes – sent 06 & 18.06.18	Noted
12. TTRO Request – sent 06.06.18	Noted
13. FOBL Charity registration – sent 11.06.18	Noted
14. NALC Newsletter - sent 07.06.18	Noted
15. PCSO Newsletter – sent 11.06.18	Noted
16. Recycling Clothing Bin request – 12.06.18	Establish income generation potential
17. Cancellation of Parish Forums – sent 14.06.18	Noted
18. RTA consultation papers – sent 18.06.18	Noted

b. No Parish notes

20. Finance:

- a.
 - i. To sign Section 1 of the Annual Return, the Annual Governance Statement. This was duly signed and dated by the Chair and the Clerk.
 - ii. To sign Section 2 of the Annual Return, the Accounting Statement. This was duly signed and dated by the Chair.
- b. To sign off the reconciled bank statement for the current account as at 31st May 2018.

Members present unanimously resolved to approve the reconciled bank statement as at 31st May 2018.

- c. Cheques etc. as detailed below were signed off

Cheques for Approval and Payment - June 28th 2018

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
07/06/2018	Millimott	Attempted repair of PV clock	506424	75.50
31/05/2018	Grundon	Waste wheelers May	506425	100.30
28/06/2018	OCC	Pensions May	506426	1509.24
31/05/2018	Clarity Copiers	Photocopier May	506427	39.11
31/05/2018	Paul Smith	Window cleaning May	506428	140.00
31/05/2018	Colliers	Bait blocks, gloves, strimmer line	506429	19.62
28/06/2018	Delia Carsberg	Payment for PH garden plants	506430	50.00
28/06/2018	G Stock	Salary June	506431	148.30
19/06/2018	ICO	Data Protection Registration	506432	40.00
30/01/2018	SSE	YH elec q4 18/19	506433	50.42
11/06/2018	SSE	YH elec q1 18/19	506433	857.37
31/05/2018	Microshade	Internal Audit	506434	395.88

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31/05/2018	Castle Water	Water PH 1/4-15/4	506435	73.51
28/06/2018	Paul Smith	Window cleaning June	506436	140.00

To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
28/06/2018	Coop Bank	June salaries	tfr	5489.40
28/06/2018	HMRC	June PAYE etc	tfr	927.62
28/06/2018	Coop Bank	AB mileage	tfr	53.55

To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
19/06/2018	BT	Phone 19/6-18/9	27/06/2018	105.73
16/06/2018	Oxford IT	IT Support	16/06/2018	52.43
08/06/2018	British Gas	Elec College Farm 8/5-4/6	27/06/2018	12.88
16/06/2018	Everflow	All sites water	25/06/2018	249.84

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

22. Items for Councillors to note:

a. **Suspend Standing Orders** – members resolved unanimously to suspend standing orders to discuss the Community Facilities Building on BEN 1.

Following a meeting with Cala Homes and the Neighbourhood Plan Steering Group, also attended by CPB, it was confirmed that the NP Team would be happy to support removal of the retail unit on Phase 2 in return for expansion of the Community Facilities Building to a 1.5 storey building. Cala are due to submit their reserved matters application at the end of June and agreed, in principle, to a 1.5 storey build for the Community Facilities building but had some concerns about the legal implications of the S106 agreement which specifies a single storey building. These concerns were felt to be surmountable.

The additional costs of constructing the upper storey were also discussed. Cala agreed that it was reasonable to assume that their current costings would allow for a pitched roof, and that part of the additional cost could be offset by savings in omitting the retail unit but wanted the Parish Council to fund the incremental costs beyond this. Parish Council members (PB and PM) confirmed that this sounded reasonable and that they would seek to get the required approval at the next Parish Council meeting on Thurs 28th June. They also confirmed that payment would not need to be made dependent on CIL funding.

After discussion, the following proposal was recommended by members:

“The proposal is that the Neighbourhood Plan Steering Group, on behalf of Benson Parish Council, negotiate the specification and contract with Cala homes, to secure a suitably equipped, multi-purpose Community Facility, having 2 storeys with a pitched roof. The Parish Council will contribute a sum to be agreed.”

Resume Standing Orders – members resolved unanimously to resume standing orders.

b. **Suspend Standing Orders** – members resolved unanimously to suspend standing orders to discuss attendance at the Benson Community Association AGM

CPM and CSM confirmed that they would try to attend alongside CTS who will be representing

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Benson Nature Group.

Resume Standing Orders – members resolved unanimously to resume standing orders.

c. CCR wished to draw member's attention to the lease which exists on the Youth Hall. The lease ended in 1980s and then became a rolling lease which from a legal point of view, means that either party could terminate at short notice.

d. Emergency Planning contact details: a contact, for Benson Parish Council, is needed to take on this role. **Action:** clerk to circulate e-mail with details

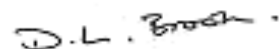
e. The clerk announced her reluctant decision to resign due to health issues; giving 3 months' notice, less if at all possible. Members wanted it to be recorded that they wished her well and thanked her for her support.

f. CTS asked if some form of commemoration was to be considered for Pat Peers in recognition of her significant contribution to the council and the Village. **Action:** all to give it some thought and possibly discuss with the family.

23. To confirm the date of the next council meeting. Thursday 26th July 2018 (Grants)

24. Dates of Next Meetings:

- a. Technology Meeting – to be notified
- b. Halls Meeting – Tuesday 17th July 2018 at 7pm
- c. Finance Meeting - Tuesday 17th July 2018 at 7.30pm
- d. Recreation and Lands Meeting Thursday 13th September 2018
- e. Planning Meetings (to be notified)



Dianne Brooks, Clerk
02.07.18