

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 22nd March 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 R Workman	(CRM)	Cllr D Olley	(CDO)
	Cllr T Stevenson	(CTS)	Cllr M Winton	(CMW)
	Cllr B Pattison	(CBP)	Cllr C Robinson	(CCR)

Proper Officer: A Field (RFO)

1. **Apologies:** Cllr S McCann, Cllr T McTeague

2. **Declarations of Interest.** None

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

a. Cllr M Gray spoke about the following items:

Littleworth Road - Cllr Gray felt the recent meeting with Highways representatives was constructive and that all requested measure had been put in place. He noted concern that the roundabout warning signage at the school end of Oxford Road was inadequate and that lighting at the roundabout seemed excessive.

Children's Centre – MG has now secured £11k grant from OCC towards a Children's Centre in Benson. Members expressed concern that a full feasibility study had not been carried out to establish, current demand, future demand, measures of success, financial projections and exact management structure. MG agreed to prepare a more detailed study.

b. Cllr F Bloomfield – not present

c. Cllr R Pullen – not present

4. **Public Session.** (5 members of the public were present)

Castle Square – a Parishioner urged the Parish Council not to reconsider paying OCC £17k for resurfacing Castle Square as it is not a Parish responsibility. However, would it be possible for OCC to put up 10mph speed restriction signs instead until the work is done?

Children's Centre – Would it be possible for the Parish Council to give a grant towards a new children centre instead of fully funding and running it?

Parish Hall Sound System – there are continuing problems with the sound levels and feedback when using the sound system. Would it be possible to set the levels and lock the cabinet so they cannot be altered?

Fire Exits – the fire exit in the lounge is dangerous. The doors to the lounge open inwards towards the lobby not in the direction of escape. The proximity of the kerb to the exit doors means people can easily trip over when exiting.

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5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 22nd February 2018. **Members who were present at the Benson Parish Council meeting held on Thursday 22nd February 2018 unanimously resolved to approve the minutes of the meeting.** CPB (Chair) signed the minutes as a true record.

6. Benson Parish Council Planning Committee

a. **Minutes of Last Meeting:** n/a

b. **To consider the following applications;**

i. **BPC76/18/P18/S0308/HH** (Householder) Application Type: Other Proposal: Conversion of existing garage into a one-bedroom annex for an elderly relative
Address: 14 Oxford Road Benson OX10 6LX

Members resolved to offer no objection to the application

ii. **BPC77/18/P18/S0212/HH** (Householder) Application Type: Other Proposal: The proposed remodelling of existing dwelling with single storey extensions, first floor extension and loft conversion, with addition of a car port. Address: Hethersett 8 Mill Lane Benson OX10 6SA

Members resolved to offer no objection to the application

iii. **BPC78/18/P18/S0755/HH** (Householder) Application Type: Other Proposal: New detached garage with attic studio / office. Address: Shepherds House Old London Road Ewelme OX10 6PY

Members resolved to offer no objection to the application

c. The following were noted:

i. **Land south of Watlington Road, Benson Appeal reference APP/Q3115/W/17/3180400 Recovery of Appeal:** Decision and information

ii. **NOTIFICATION OF APPEAL PUBLIC INQUIRY DATE**

Location: Land to the east of Benson Lane Crowmarsh Gifford OX10 8ED Proposed development: Outline planning application for up to 150 dwellings together with associated access, public open space, landscaping and amenity areas. This inquiry will be heard at a public inquiry on 27 March 2018. The inquiry will be held at Fountain Conference Centre, Howbery Park, Wallingford, Oxon, OX10 8BA at 10.00 am for 6 days.

iii. **BPC71/17/P17/S4295/HH** Application proposal, including any amendments: Retrospective planning application for the demolition of the front wall, pillars and gate. Site Location: 37 High Street Benson OX10 6RP **Planning Permission Refused**

iv. **BPC73/18/P18/S0208/HH** Application proposal, including any amendments: Two storey side extension, and first floor rear extension.

Site Location: 6 Offas Close Benson OX10 6NR **Planning Permission Granted**

7. Benson Parish Council Finance Committee:

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

Deferred to next meeting

b. To present recommendations to Council

Members resolved unanimously to **suspend standing orders**

Recommendation to Full Council: That Benson Parish Council engage Prime Compliance Services to carry out their Legionella management plan for a sum not to exceed £2400 plus VAT

Members resolved unanimously to accept the recommendation.

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Members resolved unanimously to **Resume standing orders**

- c. To co-opt an additional member of the Finance Committee on a temporary basis.

Members resolved unanimously to co-opt Cllr Jordan onto the Finance Committee until the Annual Statutory Meeting 2018

8. Benson Parish Council Halls Committee

- a. **Minutes of the last meeting.**

Deferred until next meeting

- b. There was no report from the chair.

9. Benson Parish Council Recreation and Lands Committee:

- a. **Minutes of last meeting.** The minutes of the meeting on 22nd February 2018 were approved and signed as a true record by the chair (CPB).

- b. Cllr Baylis reported that the new play equipment is due to be installed at St Helens play area circa 21st April 2018

The Aldridge Triangle footpath needs attention – to be added to the next R&L agenda

10. Benson Parish Council Awards Committee:

- a. **Minutes of the last meeting.** The minutes of the meeting on 22nd February 2018 were approved and signed as a true record by the chair (CTS).

- b. To present recommendations to council:

- i. **Recommendation to Full Council: that the students of Wallingford School Community Project be awarded the 2018 Bob Griffiths Trophy for completion of important painting and refurbishment projects around Benson**

Members resolved unanimously to accept the recommendation

Action: Clerk to write and thank the school for all their help

- ii. **Recommendation to Full Council: To award the Don Fletcher 2018 Community Award to Mr John Sharman for helping to improve the look and environment of the village in a pro-active and innovative way**

Members resolved unanimously to accept the recommendation

The other nominees, for this award, are to be given an “Honourable mention” for their services to the Community of Benson.

11. Benson Neighbourhood Plan Steering Group

- a. To receive a report from, the Steering Group

The BEN05 appeal has been called in (or ‘recovered’). An outcome should be published before the end of the month. There is then a 28 day period until a referendum can take place. There could still be challenges on the basis that the plan is not objective, or the process hasn’t been followed but hopefully the referendum can take place early June

12. Benson Parish Council Working Groups and Outside Bodies:

- a. To receive a report from the Parish Hall Extension working group

The next step in this project is to apply for Building Regs which will be after the next meeting on 9th April when Richard Cutler will present the final drawings.

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13. To discuss and agree any proposals

- a. **2018/02 Proposal** that Benson Parish Council creates a Strategic Masterplan Committee in response to proposed housing development and unprecedented change within Benson Village. (Proposed by Cllr Workman).
Action: Cllr Murray and Cllr Workman to discuss how this could be developed
- b. **2018/03 Proposal** that Benson Parish Council supports the development of a Children's Centre in Benson (Proposed by Cllr Mark Gray via Finance Committee). Covered in Cllr Grays report at 3a

14. Correspondence:

- a. To review correspondence and post received as detailed on attached list

Post received for meeting Thursday 22nd March 2018

Post/Emails Received	Action
1. South Oxfordshire Local Plan update – sent 21.02.18	Note
2. Neighbourhood Policing February update – sent 21.02.18	Note
3. OALC February Update – sent 28.02.18	Note
4. Oxfordshire Matters February Newsletter – sent 27.02.18	Note
5. South Oxfordshire Local Plan update (again) – sent 28.02.18	Note
6. RUG 3 Agenda for 15 th March – sent 02.03.18	Note
7. Warborough Post Office Consultation – sent 02.03.18	Note
8. Oxfordshire Clinical Commissioning Group statement – sent 02.03.18	Note
9. E-mails x3 regarding Littleworth Road issues – sent 05.03.18, 16.03.18	Note
10. SODC Planning Matters Newsletter – sent 05.03.18	Note
11. Thames and Chilterns in Bloom – sent 06.03.18	Note
12. Sue Ryder – thank you for donation – sent 06.03.18	Note
13. OCC Fire and Rescue Service Action Plan – sent 06.03.18	Note
14. OCVA awards nomination – sent 08.03.18	Note
15. E-mail confirming Grundon donation of £500 for defibs – sent 13.03.18	Note
16. Press notice: OCVA awards nomination – sent 13.03.18	Note
17. E-mail re Crossing at Benson Lane Bus Stop – sent 07.03.18	Action

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Members resolved unanimously to **suspend standing orders**

Re Item 17 on post list

Action: Clerk to respond that there was no perceived benefit to Benson Parish

Re item 9 on post list

Action: Clerk to acknowledge emails

Members resolved unanimously to **resume standing orders**

b. No Parish Office Notes

15. Finance:

a. To sign off the reconciled bank statement for the current accounts as at 28th February 2018

Members present unanimously resolved to approve the reconciled bank statement as at 28th February 2018

b. Cheques etc. as detailed below were signed off

March 22nd 2018

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
07/03/2018	Andrew Marsden	VAT Advice	506367	40.00
04/03/2018	DMH Solutions	Risk Assessment software upgrade	506368	70.80
28/02/2018	Colliers	Hardware for Rivermead repairs	506369	17.95
28/02/2018	Grundon	PH waste February	506370	76.25
23/03/2018	OCC	March pensions	506371	1265.45
28/02/2018	Clarity Copiers	Photocopier	506372	24.00
18/03/2018	Paul Smith	Window cleaning	506373	140.00
28/02/2018	OALC	Clerk membership	506374	720.64
15/03/2018	Eversheds	Legal advice for NP	506375	5341.20
23/03/2018	G Stock	March salary	506376	142.01
01/02/2018	OPFA	Membership	506377	74.00
22/03/2018	Benson CofE Voluntary School Trust	YH Rent	506378	10.00
01/03/2018	Viking	A4 paper	506379	86.21
22/02/2018	Viking	Stationery	506379	86.20
07/03/2018	SSE	Elec YH Q4 17/18	506380	50.42
01/04/2018	Oxford Youth	Youth Club Affiliation 18/19	506381	80.00
20/03/2018	BCE	Dish Washer	506382	1650.00

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To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
23/03/2018	Coop Bank	March salaries	tfr	3858.24
23/03/2018	HMRC	March PAYE etc	tfr	566.59
23/03/2018	Coop Bank	AB mileage	tfr	43.65
23/03/2018	Coop Bank	AF reimburse batteries	tfr	6.00
23/03/2018	Coop Bank	TE mileage	tfr	20.70

To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
12/03/2018	British Gas	Elec College Farm 4/2-7/3/18	29/03/2018	14.08
14/03/2018	SODC	PH Business Rates 18/19	01/04/2018 10 installments	7800.00
16/03/2018	Oxford IT	IT support	16/03/2018	52.43
14/03/2018	SODC	Millstream Toilets business rates	01/04/2018	88.39
14/03/2018	SODC	YH Business Rates	01/04/2018 10 installments	1656.00
14/03/2018	SODC	PV Business Rates	01/04/2018 10 installments	1272.00
11/03/2018	Castle Water	YH Water	01/04/2018 12 installments	626.56
02/03/2018	British Gas	Gas PH 1/12- 28/2/18	21/03/2018	2778.93

To approve Barclaycard Payments

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
21/02/2018	e-receptionist	Emergency call forwarding service	28/02/2018	9.00
28/02/2018	Barclaycard	Card Fee	28/02/2018	78.00
19/02/2018	HiVis	Hi Viz jackets for litter pick	28/02/2018	34.74

16. Questions to the Chairman:

There were none

17. Items for Councillors to note:

A request has been received from the football club requesting permission for bigger goals.

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Action: Clerk to pass on agreement providing the goalposts are stored as per previous agreement.

Cllr Stevenson asked if the Parish Council could purchase some litter pickers. Refer to Finance Committee

Cllr Winton asked that the Churchfield Lane signpost is painted as it is rusting at its base

Cllr Murray reported that the BCA had been approached by a commercial retail company interested in purchasing Warwick Spinney. They had rejected the offer.

18. To confirm the date of the next council meeting. Thursday 26th April 2018

19. Dates of Next Meetings:

- a. Technology Meeting tba
- b. Halls Meeting Tuesday 17th May 2018
- c. Finance Meeting Tuesday 15th May 2018 (date changed from 20th)
- d. Recreation and Lands Meeting Thursday 19th April 2018 (tba)
- e. Planning Meetings (to be notified).
- f. **Advance notice:** Annual Parish Meeting Thursday 10th May 2018

Anna Field RFO
26.03.18