

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Minutes of the Benson Parish Council meeting held on **Thursday 23rd March 2017 at 7:30pm** in the Benson Parish Hall Committee Room.

Present:

Cllr P Peers	(Chair)	(CPP)
Cllr J Fowler		(CJF)
Cllr R Jordan		(CRJ)
Cllr T McTeague		(CTM)
Cllr P Murray		(CPM)
Cllr T Stevenson		(CTS)

Proper Officer: D Brooks (CLK)

A reporter from the Henley Standard and Cllr M Gray.

There were 2 members of the public present.

1. **Apologies:** Cllr P Bayliss, Cllr F Lovesey, Cllr S McCann, Cllr D Olley, Cllr M Winton, Cllr R Workman
2. **Declarations of Interest.** – Cllr R Jordan declared an interest in item 6 b i planning application at 30 Mill Road
3. **To receive reports from the following:**

a. Cllr M Gray – OCC Member.

Cllr Gray reported on the issues and challenges around the building of the Edge Road and the proposed OCC traffic calming measures on Littleworth Road. In summary, all the proposed developments will need an Edge Road and the developers generally are supportive of this. OCC view the Edge Road and Littleworth Road in isolation but any Edge Road will need to connect into the existing road system. Highways budgets have been cut with no sign of improvement; developers will need to be approached about funding and their engineers may have suggestions. A meeting between OCC, the Developers and the Parish Council has been proposed.

Cllr Gray confirmed the 5% rise in Council Tax, 2% general rise and 3% for Adult Social Care (ASC). He outlined the many challenges faced by ASC and circumstances which are/or could impact the service. There is a proposal to establish an 'In house' care team, delivering services directly to people in their own homes and linking with Care Homes.

The Unitary Authority Bid has been passed to Central Government for approval and has the support of County and the South and Vale districts which, between them provide 90% of services. Oxford City, Cherwell and West Oxfordshire are not supporting the move to a Unitary Authority.

Cllr Gray will be standing for re-election.

The issues of damage to the pedestrian crossing at Rivermead, potentially damaging/dangerous pot holes in Castle Square and a damaged bollard were raised by Councillors. **Cllr Gray will follow up on these issues.**

b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present.

c. Cllr R Pullen – SODC Member. Cllr Pullen was not present.

4. **Public Session.** A member of the public addressed the chair concerning the planning application at Atalanta House. This was in response to concerns raised by the Parish Council concerning contamination at the site. A full investigative report has been completed at the site and this has been passed to SODC and the Environmental Officer. De-contamination works are due to be carried out by approved contractors to deal with the presence of asbestos and hydrocarbons. Assurance was given to Cllr Fowler that issues raised will be successfully mitigated and that the site will be re-tested following decontamination work; the Environmental Officer is in support of this process.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 23rd February 2017. **Members who were present at the Benson Parish Council meeting held Thursday 23rd February 2017 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers (Chair of the Parish Council) signed the minutes as a true record.

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

a. To approve and sign the minutes of the planning meeting held on Thursday 9th March 2017. **Members who were present at the Council Planning Committee meeting held Thursday 9th March 2017 unanimously resolved to approve the minutes of the meeting.**

Cllr J Fowler chair of the planning committee signed the minutes as a true record.

b. To consider Planning Applications:

i. **BPC20/17/P17/S0775/HH (Householder) Application Type: Other Proposal:** Construction of single storey rear and two storey side extensions following the demolition of existing rear conservatory and single storey side store. Address: 30 Mill Lane Benson OX10 6SA

Members resolved to return no objections – 5 in favour and one abstention due to a declared interest in the application.

ii. **BPC21/17/P16/S3922/FUL Atalanta House**

- Minor Amendment : No. 4 - dated 15th March 2017 Proposal : 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). Address : Atalanta Garage Beggarsbush Hill Benson OX10 6PL.

- The Planning Officer has also requested that Members of the Council consider the Site Contamination Assessment which was received by members of the Parish Council and initially discussed at the Planning Meeting on 9th March.

Members unanimously resolved to return no objections given the reassurances from the member of the public already recorded above.

c. There were no planning decisions to note.

d. To receive a report from the Chairman of the Planning Committee.

Cllr Fowler commented on the Planning application P16/S3608/O Land East of Benson Lane, outline planning for up to 150 dwellings. Wallingford, Crowmarsh Gifford and Benson all objected to the proposal but SODC planning officer's recommendation to committee is to grant planning permission. Cllr Fowler has written to Crowmarsh Gifford Parish Clerk offering assistance with their objections if required. **Action:** CJF to write to SODC as well.

CJF

7. **Benson Parish Council Finance Committee:**

a. To approve and sign the minutes of the Finance Committee meeting held on Tuesday 14th March 2017. **Action adjourned as representation from Finance was not quorate.**

b. To present recommendations to Council.

Recommendation to Full Council;

BANK ACCOUNT - To agree in principle to move the Council's current account from Cooperative Bank to Unity Trust Bank to facilitate the move to online banking, subject to the account balance not exceeding that which is covered by the FSCS deposit protection guarantee at any time. Financial Regulations will be provided for review and approval prior to the move occurring.

After some discussion concerning the purpose for moving (to facilitate online banking) and level of risk which will be guaranteed by the Financial Services Compensation Scheme: **Members resolved to approve the recommendation; 5 in favour and one against.**

RFO

Recommendation to Full Council;

PA SYSTEM - To accept the quote BVH005 dated 9th February 2017 from Music and Sounds to supply and install a PA system at a cost not to exceed £4000 plus VAT. Subject to; the hearing loop being tested and left in a working condition as part of the contract, and to the removal of the 50% deposit requirement.

Following concerns raised by the Finance Committee and research conducted by Cllr Peers it was **unanimously resolved to withdraw the recommendation.**

Suspend Standing Orders: Members present unanimously resolved to suspend standing orders. Suspend Standing Orders.

Members discussed a new recommendation based on previous experience and further research.

Recommendation to Council (PA SYSTEM): To accept the quote from George Henry Relay, dated 17th Feb 2017, to supply and install a new PA System and to include an allowance for repairs to the Hearing Loop if required, the full amount not to exceed £5000 + VAT.

CLK

Members unanimously resolved to accept the recommendation.

Members present unanimously resolved to resume standing orders. Resume Standing Orders.

Recommendation to Full Council;

PHOTOCOPIER - To enter into a new 5 year contract with Clarity for the supply and maintenance of a photocopier for the Parish Office at an initial quarterly cost of £164.03 plus VAT

Members present unanimously resolved to accept the recommendation.

RFO

c. To receive a report from the Chairman of the Finance Committee. Nothing further to report.

8. Benson Parish Council Halls Committee:

a. To approve and sign the minutes of the Halls Committee meeting held on Thursday 9th March 2017. **Members who were present at the Halls Committee meeting held Thursday 9th March 2017 unanimously resolved to approve the minutes of the meeting.** Cllr T McTeague (Chair of Halls) signed the minutes as a true record.

b. To present recommendations to Council

Recommendation to Full Council that:

HALL HIRE

i. The change from sessional to hourly rates be applied to all users

Discussion ensued concerning the overall effect on income from hall hire and concerns on any negative effect for individual hirers. It was suggested that a transitional arrangement may be required in some cases. In view of these discussions **it was resolved to amend the recommendation, to include “in principle”.**

Members unanimously resolved to accept the re-worded recommendation.

ii. A restriction on booking no more than 6 months in advance be introduced

Regular User Bookings, which currently can be up to 12 months in advance, can cause problems especially to parishioners.

Members present unanimously resolved to accept the recommendation.

HMR

c. To receive a report from the Chair of the Halls Committee.

Cllr McTeague stated that most updated information was contained in the last minutes but added that she was continuing to gain quotes for the new Parish Hall kitchen. Both Cllr McTeague and Cllr Peers are urging the Architects for another Builder's quote. Since the Millstream Centre are also researching a kitchen refurbishment some 'joined up' work was suggested by Cllr Fowler.

9. Benson Parish Council Recreation and Lands Committee:

a. The next meeting of the R&L Committee is 13th April 2017.

b. To receive a report from the Chair of the Recreation and Lands Committee

In the absence of the Committee's Chair, Cllr Peers passed on the positive comments received by Parishioners regarding how attractive the War Memorial and Aldridge Triangle are looking.

10. Benson Parish Council Technology Committee:

a. There has been no meeting of the Technology Committee

b. There were problems with the staff e-mails through Virgin so the new

bensonpc.org.uk format has been adopted.

11. Benson Neighbourhood Plan Steering Group

- a. To receive a report from the Chairman of the Steering Group for March 2017

Draft Plan

The Pre-Submission (Draft) Plan is currently undergoing its 6 week consultation. The consultation ends on 14th April.

SODC Planning

A meeting was held with SODC Planning on 7th March. All the extant planning applications within Benson were reviewed in terms of their status with particular emphasis on the BEN1 Phase 2 and BEN5 applications. It was made clear to SODC that the additional housing numbers in our plan are predicated on the provision of an Edge Road and without a road the housing allocation in our Final Plan will be significantly reduced.

OCC Highways

After two previous abortive attempts, we met with OCC Highways yesterday. The meeting was also attended by Mark Gray and Sharon Crawford from SODC Planning. OCC Highways are supportive of the Edge Road around Benson but will not commit any funding to the road – connections to the existing road network will need to be provisioned by developers. OCC also agreed to re-visit the traffic data associated with the BEN5 site.

12. Benson Parish Council Working Groups and Outside Bodies:

- a. To receive an update from Cllr McCann – liaison with Benson United Football Club. Cllr McCann was not present at the meeting
- b. To receive any other reports. There were no other reports.

13. Benson Parish Council Chair:

- a. To receive a report from the Chair.

Cllr Peers reported that the Bensington Society have now installed their new noticeboard at Bob's Corner. As a result, the planters and bench have been repositioned.

The poor condition of one of the tubs (it was suggested the Parish Council adopted this tub) and the need for refurbishment of the council noticeboards should be noted. Cllr Peers requested this is added to the agenda for the next Recreation and Lands meeting. **Action:** Clerk

CLK

There will be an official opening of the benches, commemorating HM the Queen's 90th Birthday at 11am on 7th April. There will be coverage of the event by the Henley Standard.

- b. To report on any items or issues brought forward. None to report.

14. To discuss and agree any Proposals or Approvals: none

15. Correspondence:

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

Post received for meeting Thursday 23rd March 2017

Post/Emails Received	Action
1. New Section 137 amount £7.57 sent 01.03.17	Note
2. FOBL Newsletter (March) sent 07.03.17	Note
3. Councils agree Proposal for Oxfordshire sent 06.03.17	Note
4. Final Proposal for a "Better Oxfordshire" published sent 06.03.17	Note
5. Minutes from NAG Meeting held 22 nd Feb sent 09.03.17	Note
6. Summer Town and Parish Forum 2017 sent 14.03.17	Note
7. Annual Wallingford Liaison Meeting (16 th March) sent 14.03.17	Note
8. Views on Didcot Garden Town (Update) sent 14.03.17	Note
9. Jo Cox Event (17 th June) – letter to Benson Groups sent 14.03.17	Note
10. Home Start – thank you letter to BPC sent 14.03.17	Note
11. Neighbourhood Policing Newsletter sent 16.03.17	Note
12. Call for landlords to join White Horse Lettings sent 16.03.17	Note
13. More than 1 Million for community groups in S OXON sent 21.03.17	Note
14.	Note
15. Benson Veteran Cycle Club Rally 02.07.17 Sent 06.03.17. Agreed by Council – Action: Clerk to notify BVCC	CLK
16. Beacons of the Past – Community Engagement and Funding Sent 20.03.17 It was agreed that this was an interesting project. Action: Clerk and CPP to follow up and possibly invite to the Annual Parish Meeting	CLK/ CPP
17.	
18.	

b. To review Parish Office Notes as detailed on attached list. None to review.

16. Finance:

a. To sign off the reconciled bank statements for the current account as at:
28th February 2017

Members present unanimously resolved to approve the reconciled bank statement as at 28th February 2017

To sign cheques as detailed on the following list.

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
07/3/2017	Sue Ryder	Grant	506152	150.00
07/3/2017	Home Start	Grant	506153	150.00
07/3/2017	Citizens Advice	Grant	506154	250.00
07/3/2017	FOBL	Grant	506156	1300.00
07/3/2017	Millstream Day Centre	Grant	506157	1200.00
07/3/2017	St Helens Church	Grant	506158	907.20
07/3/2017	South and Vale Carers	Grant	506158	150.00
07/3/2017	PAGE	Grant	506160	1250.00
23/3/2017	GM Stock	March salary	506161	175.75
28/2/2017	Grundon	February waste collection	5061562	96.05
23/3/2017	OCC	March Pension	506163	806.24
20/2/2017 & 9/3/2017	Executive Alarms	Autodialler for PH fire alarm Moving entry intercom at PH	506164	714.00
01/04/2017* Post dated to 2017/18 budget	Tom Stevenson	Materials for repairs to Millbrook Mead walkway	506165	615.05
07/3/2017	Clearview	Window cleaning	506166	140.00
06/3/2017	Viking	Stationary, mainly for NP printing	506167	149.63
01/3/2017	Andrew Ashcroft	3 rd NP consultancy invoice	506168	4070.80
28/2/2017	rCOH	NP consultancy fees	506169	2400.00
23/3/2017	OPFA	Annual subscription	506170	70.00
23/3/2017	Donovan Bros Ltd	Cleaning consumables	506171	170.99
20/2/2017	Sharp Howse	YH heating visits	506172	167.70
21/02/2017	Choices	Dishwasher supplies	506173	95.16
22/02/2017	OALC	2017/18 subscription	506174	716.00
23/3/2017	Community First	2017/18 subscription	506175	70.00
23/03/2017	Andrew Ellis	Installing memorial benches	506176	150.00
11/03/2017	Jon Fowler	Reimburse NP web hosting	506177	143.86
14/03/2017	SODC	Business rates Millstream Toilets	506178	79.83
23/03/2017	Aiden Pugh	March salary	506179	319.78

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

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

The resignation of the War Memorial Gardening Team effective from September 2017

Action: Clerk to acknowledge

CLK

Cllr Stevenson reported on the successful replacement of the first 10m of boardwalk at Millbrook and the planting of a Hornbeam tree at Rivermead. He requested an updated list of trees with preservation orders from SODC. **Action:** Clerk to request from SODC

CLK

Agrivert have offered more compost for the allotments. **Action:** Clerk to liaise

CLK

An Awards meeting needs to be arranged **Action:** Clerk

CLK

19. **To confirm the date of the next council meeting.** Thursday 27th April 2017.

20. **Dates of Next Meetings:**

- a. Parish Council Meeting Thursday 27th April 2017 (Grants).
- b. Finance Meeting Tuesday 16th May 2017 (Year End).
- c. Halls Meeting Thursday 11th May 2017.
- d. Recreation and Lands Meeting Thursday 13th April 2017
- e. Planning Meetings (to be notified).



Dianne Brooks
Parish Clerk
29th March 2017