

## BENSON PARISH COUNCIL

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

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

**Minutes** of the Benson Parish Council meeting held on **Thursday 25<sup>th</sup> January 2018 at 7:30pm** in the Benson Parish Hall Committee Room.

**Present:**

Cllr P Baylis	(CPB)	Chair		
Cllr F Lovesey	(CFL)		Cllr S McCann	(CSM)
Cllr P Murray	(CPM)		Cllr T McTeague	(CTM)
Cllr D Olley	(CDO)		Cllr T Stevenson	(CTS)
Cllr M Winton	(CMW)		Cllr R Workman	(CRW)

Proper Officer: D Brooks (CLK)

**1. Chair and Vice Chair - Cllr Patricia Baylis was proposed as Chair by Cllr McTeague and seconded by Cllr Lovesey, Cllr Teresa McTeague was proposed as Vice Chair by Cllr Baylis and seconded by Cllr Olley. Both were voted in unanimously and then signed the Declaration of Acceptance of Office.**

**2. Apologies:** Cllr R Jordan

**3. Declarations of Interest.** There were none.

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

a. Cllr M Gray spoke about the following items:

He congratulated both CPB and CTM on their ennoblement.

Local residents have expressed concerns about the new roundabout on Littleworth Road. CMG met with OCC engineers and they are going to ensure that the developers change the configuration of the roundabout. However, a crossing on Oxford Road is not practicable or safe due to the hedge line.

It would be possible to ask OCC engineers to investigate a 20mph speed limit on Oxford Road but may not be productive. It is likely Thames Valley Police would object in principle.

OCC are consulting on the Council Tax rise for 2018-19; it is likely that they will introduce a 1% rise to cover the shortfall in Social Care funding.

The County Library, in Westgate, has proved very popular with over 300 visitors per day. It is possible to hire the Community Group room, free of charge.

There had been an incident where a car suffered damage to tyres having hit a large pothole in Castle Square. CMG confirmed there were no plans to resurface Castle Square and it was unlikely to happen unless the PC were willing to contribute towards costs. OCC will fill individual potholes if reported on Fix My Street.

The top of Littleworth Road is being used in a 2-way manner. **Action:** Cllr Gray to raise with Highways

b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present but had sent the District Councillors Report.

c. Cllr R Pullen went through the main points of the District Councillors Report (Annex B)

In addition, he stated that John Howell MP will request that the BEN5 Appeal is 'called-in'. (The Secretary of State has powers to "call-in" a **planning** application and "recover" a **planning appeal**, to determine it himself).

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Cllr Murray emphasised the need for support from SODC regarding the Edge Road.

Cllr Pullen reminded Council of the £5000 Councillor grants which will be available again next year.

### 5. **Public Session.** (6 members of the public were present)

The Chair thanked the winners of the 2017 Tubs competition for their work in maintaining the 'beauty' of the village; stating how grateful both residents and councillors of Benson were. Vouchers were presented to Mr Ian Leppard and Mr Richard Dugglebury.

### 6. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 14<sup>th</sup> December 2017. **Members who were present at the Benson Parish Council meeting held on Thursday 14<sup>th</sup> December 2017 unanimously resolved to approve the minutes of the meeting with one amendment.** CPB (Chair) will sign the minutes as a true record once item 7(b) has been amended to include 'and 1 abstention'.

### 7. **Benson Parish Council Planning Committee**

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

#### b. To consider Planning Applications: (See annex A for details)

**BPC69/P17/S4038/HH** (Householder) 15 Watlington Road Benson OX10 6LT (deferred to following meeting).

#### c. The following were planning decisions were noted:

#### i. **BPC54/P17/S2941/HH**

Fairways 22 Church Road Benson OX10

**PLANNING PERMISSION GRANTED**

#### ii. **BPC56/P17/S3791/LB**

Fifield Manor Benson OX10 6HA

**LISTED BUILDING CONSENT GRANTED**

#### iii. **BPC49/17/S2728/FUL**

Land between 51 Preston Crowmarsh and Lower Farm House Preston  
Crowmarsh OX10 6SL

**PLANNING PERMISSION GRANTED**

#### iv. **BPC55/P17/S3810/HH**

23 The Cedars Benson OX10 6LL

**PLANNING PERMISSION GRANTED**

#### v. **BPC62/P17/S3753/LB**

74 Brook Street Benson OX10 6LH

**LISTED BUILDING CONSENT GRANTED**

#### vi. **BPC61/P17/S3752/HH**

74 Brook Street Benson OX10 6LH

**PLANNING PERMISSION GRANTED**

#### vii. **BPC57/P17/S3312/LB**

16 Old London Road Benson OX10 6RR

**LISTED BUILDING CONSENT GRANTED**

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viii. **BPC60/P17/S3997/HH**

Gardeners Cottage 73 Preston Crowmarsh OX10 6SL

**PLANNING PERMISSION GRANTED**

ix. **BPC64/17/P17/S4144/FUL**

Atalanta Garage Beggarsbush Hill Benson OX10 6PL

**PLANNING PERMISSION GRANTED**

**Also to note:**

**BPC70/17/P17/S4481/DIS**, for development work at the following location: 22-24  
Blacklands Road Benson OX10 6NW

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

### 8. **Benson Parish Council Finance Committee:**

a. To approve and sign the minutes of the Finance Committee Meetings held on Tuesday 16<sup>th</sup> January 2018.

**Members who were present at the meeting on 16<sup>th</sup> January unanimously resolved to approve the minutes which were signed as a true record by CTM (chair).**

b. To present recommendations to Council

**i. Recommendation to Full Council: That Benson Parish Council engage architect Richard Cutler by signing the Standard Agreement 2010, the Fee and Expenses Schedule 2010, the Public Authority Supplement 2010 and the Small Project Services Schedule 2013 to enable pre-contract works to start.**

Cllr McTeague gave some background to the recommendation, stating the contracts had been discussed at both the recent Finance and Halls Meeting. Some queries were raised concerning the timing of payments and these had been responded to by Richard Cutler. CTM read through the queries and responses.

The RFO, Clerk and CTM had visited Chinnor PC to receive some independent advice from them on RIBA contracts. During discussion, CTM confirmed the contract only covers up to tendering for the build; that members of the committees are confident that the fees are reasonable, and the council could withdraw from the contract if needed.

CPM suggested a short, written report, on a weekly basis, be provided to give any indication of issues which might arise.

**Members present resolved to approve the recommendation; 7 in favour and 2 abstentions.**

**ii. Recommendation to Full Council: To adopt the Terms of Reference for the Hall Extension Working Group**

- a) The group shall consist of a minimum of 3 councillors and the Parish Clerk
- b) The group shall be quorate with 3 members present
- c) The group shall invite other **councillors, parishioners and any other experts** to join the meeting when advice or expertise is required
- d) Any Councillor can be present but not participate in the meeting unless a member of the working group
- e) Meeting dates and agendas will be published in advance if possible **and the group will provide minutes of the meetings.**

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- f) The group will be responsible for the process of getting contracts signed to enable the start of works
- g) The group will receive and discuss fully tendered quotes for all works concerned with the project and populate a budget
- h) The group will investigate funding sources to facilitate the project
- i) the group will review terms of reference on a regular basis to enable the project to progress
- j) **The group will report to full council at each council meeting.**

Following some discussion, the recommendation was voted on with the above amendments, shown in red.

**Members resolved to approve the amended recommendation; this was unanimous. Action:** anyone interested in joining the group should contact the clerk.

**iii. Recommendation to Full Council: To adopt Financial Regulations 22 September 2016 V2 where clause 5 relating to online banking has been edited**  
**Members resolved to accept the recommendation; this was unanimous.**

**iv. Recommendation to Full Council: To engage Stuart Wilbur to carry out an internal audit for the year 2017/18 at a cost not to exceed £700 plus VAT**  
**Members resolved to accept the recommendation; this was unanimous.**

**v. Recommendation to Full Council: That Benson Parish Council maintain the current hall hire rates for 2018/19 with the exception of Sunday evenings which will be charged at the afternoon hourly rate (with the exception of a Sunday prior to a Bank Holiday Monday which will be charged at the Saturday evening rate)**  
**Members resolved to accept the recommendation; this was unanimous.**

c. The Chair (CTM) reported that the Online Banking changes were just procedural. Came and Co have advised that the PC Risk Assessments need work/to be reviewed.

### 9. Benson Parish Council Halls Committee

a. **Minutes of the last meeting. Members who were present at the meeting on 9<sup>th</sup> January unanimously resolved to approve the minutes as a true record.**

To receive a report from the Chair of the Halls Committee - Cllr McTeague gave the following points to note:

- The loan for the Hall extension has been included in the budget
- The committee awaits the Legionella Report; work is likely to be needed.
- Benson United Football Club have paid up to the end of last season and now need to provide a fixture list for the current season.

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

a. **Minutes of last meeting.** There was no meeting in December or January.

b. Cllr Baylis reported that the residents' letter, concerning the siting of the new play equipment in St Helens, had received one response and a recommendation from the resident concerned. It was suggested the Rope Swing be located where the white BCA bench is currently.

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This would enable better supervision, an uninterrupted flow from the footpath entrance and would be away from potentially unsafe residential fencing. It was confirmed the budget would cover installation at the proposed new site.

**“Suspend Standing Orders – unanimous”**

**Recommendation to council: that the Rope Swing at St Helens is relocated to a new site, where the current BCA bench is, for the stated reasons. This was approved by members; 8 in favour, 1 abstention.**

**“Resume Standing Orders – unanimous.”**

### 11. Benson Parish Council Technology Committee:

a. **Minutes of the last meeting on 7<sup>th</sup> December 2017.** These were approved as a true record by the members present at the meeting.

b. The next meeting will be on 1<sup>st</sup> March.

### 12. Benson Neighbourhood Plan Steering Group

Cllr Murray reported that:

- The Neighbourhood Plan was nearing the end of the consultation period, due to finish on 28<sup>th</sup> January.
- The BEN 1, phase 2 appeal has been withdrawn but the inquiry for BEN5 is to go ahead; starting 20<sup>th</sup> February and at Benson Parish Hall. Members of the Neighbourhood Plan team are in the process of constructing a statement, 10-11 pages long and with the help of a legal expert.
- BEN3/4 should go to decision at the Planning Committee on February 7<sup>th</sup>. It will be important for the success of the Edge Road that this goes through. CPM will talk on behalf of both the NP and the Parish Council.
- SODC's quota for housing has changed substantially since the start of work on the Neighbourhood Plan, growing from 383 to 565.
- Talks are ongoing with County and with Cala Homes concerning the Edge Road, which is now much closer to agreement. There will be a need to monitor its progress and a sub-group should be set up in the future for this purpose.

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

There were no reports given.

### 14. Review of the membership and chair of the Finance and Planning committees – defer until council vacancies are filled.

### 15. Review council representation/liaison – as above.

### 16. To discuss and agree any proposals

a. It was agreed that anyone interested in joining the council should provide a personal biography and reasons for wanting to join. They should also be invited to the next meeting in February.

b. **Proposal 2018/01** That the council agrees to advertise for a suitable person to manage our social media including Web pages, Facebook, Twitter and the like. (Proposed by Cllr MW) **Action:** CPB and the clerk to work on an advert and to progress

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### 17. Correspondence:

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

#### Post received for meeting Thursday 25<sup>th</sup> January 2018

Post/Emails Received	Action
1. Littleworth Rd - Road closure 8 – 29 Jan sent 08.12.17	Noted
2. Essential Water Mains work from 12 <sup>th</sup> Feb sent 14.12.17	Noted
3. London Oxford Airport consultation sent 18.12.17 plus response from Dave R sent 19.12.17	Clk to forward response
4. Appointment of Chief Exec SODC sent 18.12.17	Noted
5. Waste bin App sent 18.12.17	Noted
6. Oxfordshire Matters sent 18.12.17	Noted
7. Road Closure Preston Crowmarsh sent 20.12.17	Noted
8. Workshop on Attracting Community Volunteers sent 04.01.18	P Eldridge to attend
9. Chilterns Survey sent 04.01.18	Cllrs to respond
10. River Thames Alliance Newsletter sent 08.01.18	Noted
11. Oxfordshire Minerals and Waste Local Plan sent 09.01.18	Noted
12. Thames Water Survey on Benson Brook sent 10.01.18	Noted
13. Oxfordshire Waste Consultation sent 11.01.18	Cllrs to respond
14. Parking Deregulation Draft letter to SODC sent 18.01.18	Clk to reply

- b. No Parish Office Notes

### 18. Finance:

- a. To consider Grant applications payable under powers from 1972 Local Government Act (s137) for the following:
- i. Parishes Against Gravel Extraction (PAGE): working on behalf of local parishes to stop OCC plans for gravel extraction £1250  
**Members resolved to approve the full amount; 7 in favour, 1 against and 1 abstention.**
- ii. Sue Ryder Hospice for terminally ill £100 - £300  
**Members resolved to approve £200; 8 in favour and 1 abstention**
- iii. Life Education Wessex and TV: helping children make healthy choices £275  
**Members resolved to approve the full amount; this was unanimous**



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iv. Enrych Oxfordshire: supporting adults with physical disability £1000

**Members resolved to approve £500; 8 in favour and 1 abstention**

b. To sign off the reconciled bank statement for the current accounts at 31<sup>st</sup> December 2017

**Members present unanimously resolved to approve the reconciled bank statement as at 29<sup>th</sup> December 2017**

c. Cheques etc. as detailed below were signed off

January 25<sup>th</sup>, 2018

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
25/01/2018	Helen Houghton Carr	Refund for overpayment of invoice	506328	20.00
22/01/2018	Advanced Pest Control	Mouse trapping in PH	506329	72.00
18/01/2018	SODC	Dog bin emptying	506330	163.26
16/1/18	Millimott	YH smoke detectors and broken socket	506331	139.00
31/12/2017	Grundon	PH waste December	506332	96.70
23/11/2017	OCC	December pensions	506344	1290.40
21/12/2017	Clarity Copiers	Photocopier	506338	24.00
04/01/2018	Paul Smith	Window cleaning	506336	140.00
02/01/2018	Cathedral Leasing	Hygiene services	506333	433.66
23/01/2018	Phil Murray	Reimburse travel – NP mtg	506334	68.20
23/01/2018	Dave Rushton	Reimburse travel – NP mtg	506335	31.10
31/7/2017	T Stevenson	Reimburse building sundries	506339	23.60
23/11/2017	G Stock	December salary	506345	142.01
23/01/2018	Azalea	Steps at Rivermead	506340	2070.00
08/01/2018	Executive Alarms Ltd	Faulty bulkhead lights PH	506336	228.00
22/01/2018	Executive Fire Protection Ltd	Fire extinguisher service PH & PV	506342	130.83
01/02/2018	SLCC	Clerk membership	506343	165.00
25/01/2018	Oxford Samaritans	Grant	506346	130.00
25/01/2018	Be Free Young Carers	Grant	506347	200.00
25/01/2018	Clean Slate	Grant	506348	100.00

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### To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
14/12/2017	Coop Bank	December salaries		3916.01
14/12/2017	HMRC	December PAYE etc		608.76
14/12/2017	Coop Bank	DLB reimburse Tub vouchers		50.00
19/12/2017	Coop Bank	AF reimburse postage		4.92
14/12/2017	Coop Bank	AB mileage		67.05

### To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
16/01/2018	British Gas	Elec 19/12-1/1/18 PH	2/02/18	182.79
16/1/2018	British Gas	Elec 19/12-1/1/18 YH	2/02/18	43.23
05/01/2018	British Gas	Elec 2/12/17- 3/1/18 College Farm	24/01/18	14.50
28/12/2017	British Gas	Elec 28/9-27/12/17 Pav	17/01/18	691.48
19/12/2017	British Gas	Elec 19/9-18/12/17 PH	10/01/18	1543.86
19/12/2017	British Gas	Elec 19/9-18/12/17 YH	10/1/18	334.25
12/12/2017	British Gas	Elec 1/10-10/12/17 Millstream	3/01/18	26.70
19/12/2017	BT	Phone PH	29/12/17	88.96
16/12/2017	Oxford IT	IT support	16/12/17	52.43
16/1/2018	Oxford IT	IT support	16/1/18	52.43

### To approve Barclaycard Payments

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
21/12/2017	e-receptionist	Emergency call forwarding service	28/12/2017	9.00

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

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

- i. Cllr Stevenson informed members that the Green Gym would like a contribution of £50 for the year in recognition of the work they do in the parish.

**Action:** CTS to ask them to write formally to the clerk with their request.



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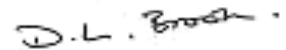
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- ii. Cllr Winton made members aware that Tanya Ellis had been awarded the High Sherriff's Award for her work in the community. All congratulated Tanya on her achievement.
- iii. Cllr McTeague had attended the formal opening of the new Millstream Day Centre kitchen. She had also attended a Trustees meeting. There are plans to look at how the centre is used in the future.

**21. To confirm the date of the next council meeting.** Thursday 22<sup>nd</sup> February 2018

**22. Dates of Next Meetings:**

- a. Technology Meeting Thursday 1<sup>st</sup> March 2018
- b. Halls Meeting Tuesday 6<sup>th</sup> March 2018
- c. Finance Meeting Tuesday 20<sup>th</sup> February 2018
- d. Recreation and Lands Meeting Thursday 8<sup>th</sup> February 2018
- e. Planning Meetings (to be notified).
- f. **Advance notice:** Annual Parish Meeting Thursday 10<sup>th</sup> May 2018



Dianne Brooks, Clerk  
31.01.18