

BENSON PARISH COUNCIL

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

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Minutes of the Benson Parish Council meeting held on **Thursday 27th July 2017 at 7:30pm** in the Benson Parish Hall Committee Room.

Present:	Cllr J Fowler (Chair)	(CJF)
	Cllr P Baylis	(CPB)
	Cllr R Jordan	(CRJ)
	Cllr F Lovesey	(CFL)
	Cllr T McTeague	(CTM)
	Cllr P Murray	(CPM)
	Cllr D Olley	(CDO)
	Cllr T Stevenson	(CTS)
	Cllr M Winton	(CMW)
Proper Officer:	D Brooks	(CLK)

A reporter from the Henley Standard, Mr Andrew Brooker and Mr George Verdon

There were 5 members of the public present including 2 representatives from David Wilson Homes

1. **Apologies:** Cllr P Peers, Cllr S McCann, Cllr R Workman
2. **Declarations of Interest.** – There were no declarations of interest
3. **To receive reports from the following:**
 - a. Cllr M Gray – OCC Member sent his apologies
 - b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield sent his apologies and a report (see Annex A).
 - c. Cllr R Pullen – SODC Member was not present at the meeting
 - d. Mr George Verdon gave a brief summary of a proposal concerning future grant funding for Benson Library. Unfortunately, this proposal had not been circulated to Councillors so discussion was deferred until the next Grants meeting in October.

Mr Verdon was then able to speak about a second proposal concerning the need for a new Library/Heritage Centre. He outlined the need for expansion and re-siting of Benson Library; emphasising the difficulties in terms of access and parking with the current site. Friends of Benson Library (FOBL) wished to seek the support of both the Parish Council and the Neighbourhood Plan Team for a strategy paper. FOBL's preferred option would be to site a new improved, larger library, incorporating a History Research and Archive Centre on Sunnyside. Funding would be sought through Section 106/CIL monies and grants, in addition to proceeds from the sale of the existing site.

It was confirmed by Cllr Murray that the current version of the Neighbourhood Plan supports expansion of the library. However, the wording could be reviewed and reference made to the FOBL Paper. **Action:** CPM

Several concerns were raised by Council including the arrangements for any transfer of land, a lack of recreational space that already exists and the fact that Sunnyside is already much sought after by many groups.

It was resolved to include the Proposal on the next full council agenda for further discussion. **Action:** Clerk

4. **Public Session.** Mr Andrew Brooker, Treasurer/Trustee of Millstream Day Centre briefly

addressed the Chair, emphasising the importance of supporting adult care and the part Millstream Day Centre has within resident's Care journey. He confirmed the Centre needed another £3000 for the kitchen refurbishment, that the available reserves were around £35,000 and that the Parish Council awarded the Centre a grant of £1200 in the previous year. This information was provided as background to the current grant application.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 22nd June 2017. **Members who were present at the Benson Parish Council meeting held on Thursday 22nd June 2017 unanimously resolved to approve the minutes of the meeting.** Cllr Fowler (Chair) signed the minutes as a true record.

6. a. To approve and sign the minutes of the Planning Meeting held on Tuesday 18th July. **Members who were present at the meeting unanimously resolved to approve the minutes.** Cllr Fowler (Chair) signed the minutes as a true record.

b. To consider Planning Applications:

- i. **BPC44/17/P17/S1964/O** BEN3/BEN4 (Outline): Major Proposal: Residential development comprising up to 240 dwellings including associated internal accesses, parking, internal road and footpath network, open space, children's play areas, community garden with associated parking, drainage attenuation works, landscaping, vehicular access from the B4009, emergency access from Hale Road and land to be safeguarded for future infrastructure to form part of the Edge Road around Benson. Address: Land to the north east of Benson to the north of Watlington Road/The Sands (B4009) and east of Hale Road Benson.

Cllr Fowler reported that councillors, who had looked closely at the plans, had no issues with the outline application in general. Any concerns expressed concerned the completion of the Edge Road; there is an absolute need for a joined-up response from all developers. The Parish Council and the Neighbourhood Plan Team have a duty to make sure the Edge Road is completed along its entirety. It was agreed by council and by representatives from David Wilson Homes (DWH), the best way to secure funding for the end connections would be through site specific Section 106 monies. An agreement is required for all developers to provide this money plus the associated land.

There was also discussion around the proposed width of the Edge Road which has been stated as between 6 and 6.75m in various documents. It was confirmed that all developers would have to adhere to OCC's guidance on the width. Mr Rushton requested support from DWH to press for 6.75m as a minimum.

Cllr Murray noted that the Landscape Assessment had been done from a certain number of viewpoints but there were others, both from raised levels, which should be included. Sian Keeling will follow up on this and consult CPM if needed.

There was some discussion about the inclusion of a Community Garden rather than allotments. There is popular demand for allotments within Benson. Sian explained how a Community Garden could benefit a wider cross-section of residents but if the demand for allotment space was required then some money could be provided for this.

It was unanimously resolved to defer a decision on approving the outline application pending further discussions with SODC. Any decision is predicated by certainty on the Edge Road. **Action:** CPM to contact the Planning Officer at SODC on behalf of the Parish Council and seek advice on how best to proceed.

- ii. **BPC48/17/P17/S2478/LB** (Listed Building Consent) Application Type: Other Proposal: Retrospective application for insertion of steel support, installed 1987, to log-store room Address: Troy Old London Road Ewelme OX10 6PY
Members unanimously resolved to return no objections

- c. The following planning decisions were noted.
- i. **BPC39/17/P17/S1890/FUL** Application proposal, including any amendments: Proposed erection of a detached 1.5 storey dwelling house with detached double garage with separate access, amenity space and parking provision (amendment to scheme approved by application P16/S3114/FUL). Site Location: Mansfield Cottage 60 Preston Crowmarsh Preston Crowmarsh OX10 6SL
PERMISSION GRANTED
 - ii. **BPC40/17/P17/S2049/HH** Application proposal, including any amendments: Single storey rear extension, including demolition of the existing single storey rear extension. Existing pitched roof to be re-felted, battened and tiled. Replacement of remaining existing windows. Rebuilding of existing boundary walls. Site Location: 19 Crown Lane Benson OX10 6LP
PERMISSION GRANTED
 - iii. **BPC42/17/P17/S1985/HH** Application proposal, including any amendments: Demolition of existing garage, single storey rear/side extension, and side extension to create new garage with accommodation in the roof space. Proposed new gravel driveway surface to existing front garden. Site Location: 24 Horseshoes Lane Benson OX10 6LB
PERMISSION GRANTED
- d. Cllr Fowler, as Chair of Planning had nothing further to report.

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

There were no minutes from the meeting on 24th July and so no recommendations. Defer to next meeting.

8. **Benson Parish Council Halls Committee:**

- a. There were no recommendations.
- b. Following a very brief meeting prior to the current meeting, Cllr McTeague reported:
 - Several new quotes have now been received regarding the renewal of the Parish Hall Flooring. These need to be viewed by Committee members before a recommendation can be made. **Action:** clerk to circulate newest quotes and arrange brief follow-up meeting prior to next Full Council Meeting
 - We have a quote for the broken window in the Pavilion of £126 incl VAT so will go ahead with the replacement.
 - The Tennis Club have agreed to the Fire Assembly Point sign being fixed to the Court netting
 - We are waiting for quotes for the kitchen deep clean
 - Cllr McTeague is investigating the next steps needed for the Hall regeneration programme
 - The new lounge furniture is now in place

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

- a. The minutes of the R&L Committee Meeting on 8th June were approved and signed as a true record.
- b. To present recommendations to Council

Recommendation to Full Council:

“Recommendation that Benson Parish Council spend a sum not to exceed £7499 plus VAT for a full refurbishment of play equipment at Sunnyside”

Cllr Baylis reported that the Multiplay Toddler unit at Sunnyside was now to be removed due to its unsafe condition. The cost of removal and making good will be less than the cost of refurbishment. (Wicksteed have provided a quote). The piece will be replaced with future grant money.

Cllr Winton expressed concerns about the safety of the whole play area and suggested all the items of equipment needed to be replaced taking into consideration requirements for disabled children as well. Cllr Fowler as health and safety rep for the Council will inspect the area at the weekend. It was advised that the annual RoSPA inspection should also be ordered asap. **Action:** Clerk

Cllr Jordan stated that remedial work was needed as was a long-term strategy for all play areas.

The recommendation was revised to read:

“Recommendation that Benson Parish Council spend a sum not to exceed £4300 + VAT for the removal of the damaged multi-play equipment and the refurbishment of the remaining play equipment at Sunnyside, subject to inspection by Cllr Fowler”

Members resolved to approve the recommendation; 8 in favour and 1 abstention.

- c. Cllr Baylis also reported that:

- McDonalds provided a work party to clear an over-grown allotment at Millstream. They did an excellent job and the allotment has now been rented.
Action: Clerk to request removal of skip provided by Grundon.
- A wicket gate and fence between Bertie West Field and the allotment have been erected. An assessment has been completed on the Willow Tree and the report is awaited.
- Mr John Sharman has offered his services to try to improve the general look of the village. He is keen to be pro-active and to recruit a team of volunteers which he will lead and co-ordinate. Following a meeting between Mr Sharman, Cllr Baylis and the clerk it was suggested he attend the next R&L meeting to brief councillors on his ideas and if Council are happy, his test run on 23rd September at Bob’s Corner would be promoted via Facebook and the Website.
Members were more than happy to support Mr Sharman.

10. **Benson Parish Council Technology Committee:**

There was no meeting of the Technology Committee in July so nothing to recommend or report.

11. **Benson Neighbourhood Plan Steering Group**

- Feedback from residents and others is still being analysed

- OCC have requested a Transport Study on the Edge Road. It is hoped those completed by David Wilson Homes and HCA Chalgrove will be acceptable.
- A Habitat Regulations Assessment (HRA) may be required; if so the District's HRA may suffice, if not one can be completed within around 3 weeks.
- Conversations with SODC have continued regarding completion of the Edge Road subject to enforcement and agreement of a master plan from each of the 3 developers.

12. Benson Parish Council Working Groups and Outside Bodies:

PAGE (Parishes Against Gravel Extraction): Cllr Fowler reported on a meeting he had attended. OCC cabinet have approved the Inspectors report advising 1.1 million tonnes of gravel per annum should be extracted with 75% from the South of the District and 25% from the West. This recommendation now proceeds to Full Council on 12th September. PAGE believe the report is fundamentally flawed and are to set in motion a judicial review and are ready to appoint a barrister. There are currently no site assessments or recommended site locations.

13. Benson Parish Council Chair:

The Chair was not present at the meeting.

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

15. Correspondence:

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

Post received for meeting Thursday 27th July 2017

Post/Emails Received	Action
1. Councils recover over £1.6million unpaid council tax sent 23.06.17	Noted
2. Resignation of David Hill Chief Exec SODC sent 30.06.17	Noted
3. Grants to boost rural economy in Oxfordshire sent 03.07.17	Noted
4. SODC Statement of Community Involvement sent 04.07.17	Noted
5. Housing plans given go ahead in Didcot sent 04.07.17	Noted
6. New waste and recycling trucks on their way sent 10.07.17	Noted
7. Communication from J Howell MP re Neighbourhood Plans sent 14.07.17	Noted
8.	Note
9. SODC Planning matters and large villages sent 29.06.17. Members decided against joining the group.	Action: Clerk
10. New street names for Littleworth development sent 29.06.17. After some discussion, it was agreed that Cllr Stevenson would circulate further examples of field names to be included in the options.	Action: CTS
11. Request for memorial bench sent 14.07.17. It was decided to refer to next R&L meeting.	Action: Clerk

- b. A request from the Tennis Club had been received concerning a 24hour Fund-raising event on 9th/10th or 15th/16th September. It would be to raise funds to encourage local children into tennis and for the club.

Councillors were happy for this to go ahead on the condition that the Club consult with all local residents. **Action:** Clerk

16. Finance:

- a. The Internal Audit Report for 2016-17 was received and reviewed by Council.
- b. The Debt Recovery Policy (Version 1.0 Definitive) was unanimously adopted by members.
- c. To consider Grant applications payable under powers from 1972 Local Government Act (s137) for the following:

- i. Millstream Day Centre - £1300 for ongoing running costs and £1000 towards the kitchen refurbishment

Councillors resolved to award a sum of £2300 to Millstream Day Centre; 8 in favour and 1 abstention.

- ii. Bensington Society History Group – Hall Hire fees for 19th May 2018 around £95

Councillors resolved unanimously to meet the total fee for Hall Hire on 19th May 2018.

- d. To sign off the reconciled bank statements for the current account as at:
30th June 2017

Members present unanimously resolved to approve the reconciled bank statement as at 30th June 2017

- e. To sign cheques as detailed below:

Cheques for Approval and Payment: July 27th 2017

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
27/07/2017	GM Stock	July Salary	506229	106.50
27/07/2017	A Pugh	July Salary	506230	304.07
30/06/2017	Grundon	June Waste Management	506231	96.48
27/07/2017	OCC	July Pension	506232	1457.62
27/07/2017	Clean Machine	Vacuum for Pavilion	506233	123.81
30/06/2017	Clarity Copiers	June metered photocopier usage	506234	24.00
06/07/2017	Collins Hardware	Ant traps	506235	14.97
05/07/2017	Sage Uk Ltd	Sage Payroll Licence	506236	313.20
04/07/2017	Cathedral Leasing	Hygiene Services	506237	433.66
03/07/2017	George Henry Relay Ltd	PA system for Main Hall	506238	5343.63
04/07/2017	Office Furniture Online	Tables for lounge	506239	1044.00
06/07/2017	Paul Smith	Window cleaning	506240	140.00

		July		
30/06/2017	Executive Alarms	6 monthly service of alarms and lights	506241	270.00
17/07/2017	Office Furniture Online	Chairs for lounge	506242	1152.00
22/05/2017	Oxford IT	Web hosting – 12 mths	506243	54.00
27/07/2017	DL Brooks	Petty Cash top up	506244	50.00

To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
27/07/2017	Coop Bank	July Salaries	tfr	4331.46
27/07/2017	HMRC	July Paye and NI	tfr	899.78
27/07/2017	Coop Bank	Groundsman mileage and fuel for strimmer	tfr	57.72
27/07/2017	Coop Bank	Halls Manager reimbursement for cupboard paint and gloves	tfr	21.93
27/07/2017	Coop Bank	Halls Manager mileage to return PAT tester	tfr	18.00
27/07/2017	Coop Bank	Halls Manager cleaning consumables for Millstream toilets	tfr	14.55

To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount
11/07/2017	British Gas	Elec College Farm 3/6-6/7/17	28/07/2017	8.64
28/06/2017	British Gas	Elec PV 1/4 - 27/6/17	17/07/2017	288.00
22/06/2017	BT	Office phone 2/4- 18/6/17	30/06/2017	112.71
20/06/2017	British Gas	Elec YH 1/4-18/6/17	07/07/2017	137.85
20/06/2017	British Gas	Elec PH 19/3- 18/6/17	07/07/2017	822.85
01/06/2017	Castle Water	Water YH 19/1/17 – 5/5/2017	01/06/2017	112.38
01/07/2017	SODC	Business rates PV	monthly	123.00
01/07/2017	SODC	Business rates PH	monthly	757.00
17/07/2017	Oxford IT	IT support	monthly	49.19
13/07/2017	Thames Water	Water PV 11/1- 11/7/17	01/08/2017	194.00

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

18. **Items for Councillors to note:** none

19. **To confirm the date of the next council meeting.** Thursday 24th August

20. **Dates of Next Meetings:**

- a. Technology Meeting (to be notified)
- b. Halls Meeting Thursday 12th October 2017
- c. Finance Meeting Tuesday 19th September 2017
- d. Recreation and Lands Meeting Thursday 17th August 2017.
- e. Planning Meetings (to be notified).



Dianne Brooks
Parish Clerk
31st July 2017