

## 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 28th September 2017** at **7:30pm** in the Benson Parish Hall Committee Room.

<b>Present:</b>	Cllr J Fowler (Chair)	(CJF)
	Cllr P Baylis	(CPB)
	Cllr R Jordan	(CRJ)
	Cllr F Lovesey	(CFL)
	Cllr D Olley	(CDO)
	Cllr T Stevenson	(CTS)
	Cllr M Winton	(CMW)
	Cllr R Workman	(CRW)
Proper Officer:	A Field	(RFO)

There were 8 members of the public present

1. **Apologies:** Cllr P Peers, Cllr S McCann, Cllr T McTeague, Cllr P Murray
2. **Declarations of Interest.** – Cllr Fowler, Cllr Jordan, Cllr Baylis and Cllr Stevenson declared an interest in agenda item 14.b.ii
3. **To receive reports from the following:**

a. Cllr M Gray

Cllr Gray is due to meet with concerned residents about the Littleworth Road width, pavement provision and removal of hedging. OCC will monitor the works and ensure they are compliant.

Oxford Road has now been resurfaced in part but the area around the war memorial is particularly bad. Cllr Gray will pick this up with OCC

Resurfacing of Castle Square is likely to take place at some point. Cllr Fowler confirmed that the Parish Council will not be contributing.

Cllr Gray reported that OCC highways are positive and supportive of the Edge Road proposals. CJF reported that all developers were in agreement but they were unsure of how the financial burden would affect the viability of their sites. The proposal would remain in the Neighbourhood Plan.

Recently published figures show the housing requirement in the County might go down. This could possibly reduce the requirement for housing in Benson but is more likely to result in a large development such as Culham being scrapped.

There will be a Government report in November on a proposed expressway linking Oxford to Cambridge. This would take the form of a recommendation to proceed with a study of options. No route details are known at this point

The third river crossing in Reading is not being supported by OCC.

Oakley Wood tip has been saved from closure. It is being taken over by a new contractor who may have to change the opening hours and introduce charging.

Cllr Gray has led an initiative to appoint Community Wardens in three county locations including Cholsey. Part funded by the Fire Service the pilot will investigate what powers they could have and how they could work with other community officers.

Cholsey currently employ an older persons worker and a family worker. This initiative could be rolled out to other parishes

- b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield sent his apologies and a report (see Annex A).
- c. Cllr R Pullen – SODC Member. Cllr Pullen sent apologies

#### 4. **Public Session.**

Cllr Fowler expressed sincere thanks to the members of the war memorial gardening team who have maintained the area for over 15 years. A presentation was made to the two team members present.

Mr Martin Spence objected to the proposal to allocate £17000 towards the cost of resurfacing Castle Square.

Mr Dave Rushton raised three points;

- i The History Group have asked if the plinth at Wells Crossing can be removed by the Parish Council and stored for safe keeping whilst any road alterations are carried out
- ii Payment of £17000 towards the resurfacing of Castle Square is contrary to the Councils own grants policy.
- iii The Councils proposal to pay a grant to FOBL should be deferred until the Accounts have been studied fully

Mr Peter Eldridge reported that the road closure for this year's Remembrance Service has involved much more paperwork than before. Copies would be passed to the Clerk for future reference if road closures are required.

Mr Michael Goss objected to the proposal to allocate £17000 towards the cost of resurfacing Castle Square and suggested it could be loaned to OCC instead.

Mr Ian Leppard objected to the proposal to allocate £17000 towards the cost of resurfacing Castle Square. He further requested that when the Council vote on this issue that the vote is a named vote.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 24<sup>th</sup> August 2017. **Members who were present at the Benson Parish Council meeting held on Thursday 24<sup>th</sup> August 2017 unanimously resolved to approve the minutes of the meeting.** CJF (Chair) signed the minutes as a true record.

To approve and sign minutes of the extraordinary meeting held on Thursday 10<sup>th</sup> August 2017. **The minutes were not available for signing and will be approved at the next meeting**

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

- a. The last Planning Meeting (Thursday 14<sup>th</sup> September) was adjourned
- b. To consider Planning Applications:

**Oxfordshire County Council Planning Ref MW.0063/17** Planning application by Agrivert Ltd, The Stables, Radford, Chipping Norton OX7 4EB for planning permission for the Section 73 application to continue development without complying with Condition 1 (approved plans and documents) of planning permission P13/S1972/CM (proposed amendment of an Anaerobic Digestion Facility) to allow for amendment to the site layout at Battle Farm, Benson Lane, Preston Crowmarsh, Wallingford (Observations by 28.09.17)

**Members voted unanimously to put forward no objection to the application subject to clarification on the following points:**

- **Are the proposals likely to increase traffic to and from the site?**
- **What are the road cleaning obligations as the main road is often messy from the site?**

c. The following planning decisions were noted.

Planning Decisions:

- BPC08/17/P17/S0250/LB** Application proposal, including any amendments: Repair existing roof (As amplified by e-mail received 14 September 2017 from applicant's builder) Site Location: 65 Brook Street Benson OX10 6LH  
**LISTED BUILDING CONSENT GRANTED**
- BPC48/17/P17/S2478/LB** Application proposal, including any amendments: Retrospective application for insertion of steel support, installed 1987, to logstore room Site Location: Troy Old London Road Ewelme OX10 6PY  
**LISTED BUILDING CONSENT GRANTED**

To note, in addition:

- BPC51/17/S2645/DIS** Discharge of conditions on application ref. P16/S3611/FUL: 3 - noise, 4 - foul drainage works, 6 - secured by design, 7 - contaminated land, 8 - vision splays, 9 - water supply, 13 - new vehicular access, 14 - new estate roads, 15 - Estate accesses, driveways & turning areas, 20 - parking & maneuvering areas retained. As corrected by new set of drawings submitted on 16 August 2017 (original submission had incorrect layout).
- Appeal Ref: APP/Q3115/W/16/3163844** Land off St Helen's Avenue, Benson. The appeal is made under section 78 of the Town and Country Planning Act 1990 against a failure to give notice within the prescribed period of a decision on an application for outline planning permission. The appeal is made by Gladman Developments Ltd against South Oxfordshire District Council. The application Ref P16/S1301/O, is dated 18 April 2016. The development proposed is described as 'Outline planning permission for up to 130 dwellings (including up to 40% affordable housing) introduction of structural planting and landscaping, informal public open space, surface water flood mitigation and attenuation, two vehicular accesses from St Helen's Avenue and associated ancillary works.'  
**APPEAL DISMISSED**
- P17/S3193/PDH Permitted Development:** Flat roofed single storey extension to the rear of the existing dwelling. Depth: 5.1m Height: 2.950m Height to eaves: 2.6m AT: 1 St Helens Avenue Benson WALLINGFORD OX10 6RY

d. The following Planning Appeal was discussed:

**TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78**

Site Address: Land South of Watlington Road Benson OX10 6NP Description of development: Outline application (with all matters reserved except access) for the erection of up to 120 dwellings (40% of which will be affordable) with associated access, public open space, landscaping and play space.(as amended and clarified by

drawing nos 38409/5502/001 and 002 dated Oct 2016, Archaeological evaluation and Transport and Noise addendum reports accompanying Agent's letter dated 2 February 2016 and Framework Plan PL03 Rev C and agents e-mail dated 6 April 2017). Application reference: **P16/S3441/O**

Appellants name: Mr R J & S Styles

Appeal reference: **APP/Q3115/W/17/3180400**

Appeal start date: 13th September 2017

**Members voted unanimously to engage a barrister to represent the Council at this appeal and apply for Rule 6 status. .**

**Actions:**

- CJF to make contact with barrister Jonathan Clay to confirm costs
- CJF to make a Recommendation at a future meeting once the costs are confirmed

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

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

To approve and sign the minutes of the Finance Committee Meeting held on Monday 24<sup>th</sup> July 2017 and Tuesday 19<sup>th</sup> September.

There were insufficient members of the Finance Committee present to approve the minutes from 24<sup>th</sup> July 2017 and hence make any recommendations.

**Members who were present at the Finance Committee meeting held on Tuesday 19<sup>th</sup> September 2017 unanimously resolved to approve the minutes of the meeting**

a. To present recommendations to Council

i. **That Benson Parish Council allocates a sum of £17k towards the cost of resurfacing Castle Square**

Due to the strength of feeling in the Parish and representations made by those members of the public present and by email/ letter, this recommendation was withdrawn. The planned expenditure would also have exceeded the S137 limits the Parish Council has to adhere to.

**Members unanimously resolved to reject the recommendation**

li **That Benson Parish Council agrees to provide a grant to FOBL for 2018/19 and 2019/20 for a sum not to exceed £3898.18 per annum**

This recommendation was deferred pending examination of the FOBL accounts

**Action:** RFO to recirculate FOBL accounts

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

a. There were no previous minutes to approve

b. The Chair of the Halls Committee was not present and no report was received

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

a. To approve and sign the minutes of the R&L Committee meeting held on Thursday 14<sup>th</sup> September 2017

**Members who were present at the Recreation and Lands Committee meeting held on Thursday 14<sup>th</sup> September unanimously resolved to approve the minutes of the meeting**

b. Cllr Baylis reported that the community team led by John Sharman had carried out their first village clean up. There were five volunteers. The next clean up is programmed for 28<sup>th</sup> October

The pothole in College Farm has been mended by Hazel and Jeffries

The gate between Rivermead and Waterfront Café had now been altered to swing both ways.

Cllr Workman requested that the historic road sign at the bottom of Littleworth Road/Oxford Road/ Churchfield Lane is protected when the works to the road junction start, or removed and kept safely.

**Action: RFO to contact OCC to enquire about acquiring it on behalf of the Parish Council**

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

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

**Action: Cllr Bayliss to suggest a date for the next meeting**

**11. Benson Neighbourhood Plan Steering Group**

- The final plan is due to be submitted to SODC at the start of October
- The grant funding for producing the plan has now been exhausted. CJF has approached SODC for further funding but in the meantime BPC will need to pay any invoices.
- There will be a village meeting on 4<sup>th</sup> November to update residents on the next steps with the Neighbourhood Plan

**12. Benson Parish Council Working Groups and Outside Bodies:**

CPB is working on the Terms of Reference for the WW1 Working Group. They will be circulated and discussed at the next meeting.

**13. Benson Parish Council Chair:**

The Chair was not present at the meeting.

**14. To discuss and agree any Proposals or Approvals:**

- a. To discuss the proposal from Going Forward Buses CIC (Community Interest Company) to run a not for profit Sunday Service to replace Thames Travel Services, 136 and 139B.

The Council support this initiative in principle but would like to see more information including any business model.

**Action: CLK to obtain more information**

- b.i Proposal that Benson Parish Council approves the funding of new play equipment at St Helens Avenue play-area to a maximum of £16,500 + VAT. The new play equipment will consist of a zip wire and a viper rope unit as chosen by the children of Benson CofE Primary School, and will be subject to consultation with adjoining residents. This funding will be supplemented by a grant already approved by SODC, in the amount of £6,060.

**Action: RFO to circulate the proposed layouts**

Proposal deferred to next meeting

- ii Proposal that Benson Parish Council approves an increase in the allotment rates for period October 2018 to September 2019, of no more than 2% to cover inflation. Inflation is projected to rise to an average of 2.75 during Qs 1 and 2 of 2018, and then fall towards 2% thereafter. Any increase must be advised to all allotment holders by the end of September 2017

**Members who had not declared an interest in this item voted unanimously to approve the proposal**

- iii Proposal that the Council's insurance policy is renewed with Ecclesiastical for a further year at a cost of £6345.53 including VAT  
**Members voted unanimously to approve the proposal**
- iv Proposal to renew the current utilities contract for a 3-year period at combined rates of 15.99p per unit and .38p per day standing charge for electricity and 4.99p per unit and .1p standing charge per day for gas  
**Members voted unanimously to approve the proposal**

**15. To review membership of the Parish Council Committees**

The Finance Committee wish to recruit a further member to the committee.

Cllr Workman put himself forward. He was the only Cllr to do so. Cllr Workman was duly accepted into the committee.

The Planning Committee wish to recruit a further member following the resignation of Cllr Workman from the committee.

No names were put forward. Item was deferred to the next meeting

**16. To discuss and approve quotes for the emergency work on the informal entrance to Rivermead**

Two quotes had been received;

- i Azalea proposed a solution of sleeper steps with wood chipping infill
- ii E Crockett had proposed a concrete slope or steps

The other option discussed was to close the entrance completely

**Members voted 7 votes in favour of the Azalea proposal, 1 for Crocketts proposal**

**Action: CPB to speak to Azalea about a non slip treatment for the sleepers and finalise the costs**

**17. Correspondence:**

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

**Post received for meeting Thursday 28<sup>th</sup> September 2017**

<b>Post/Emails Received</b>	<b>Action</b>
1. Final proposals to tackle housing needs sent 05.09.17	Noted
2. Town and Parish Forum details – 1 <sup>st</sup> November sent 06.09.17	Noted
3. FoBL Quiz and supper night 24 <sup>th</sup> November sent 08.09.17	Noted
4. National highway and Transport Public Satisfaction survey sent 14.09.17	Noted
5. Adoption of Oxfordshire Minerals and Waste Local Plan sent 15.09.17	Noted
6. Repairs to Clifton Lockcut bridge sent 15.09.17	Noted
7. New Oxford to Cambridge Expressway sent 15.09.17	Noted
8. Road Closure – Littleworth Road sent 19.09.17	Noted
9. SODC Grants boost for community projects sent 21.09.17	Noted

10. Strategic Housing and Economic Land Availability – comments by 29.09.17 Sent 15.09.17	Superseded by John Howells presentation, no action
11. Page Update 26.09.17	Noted
12.	
13.	

b. There were no Parish Office Notes

**18. Finance:**

a. To sign off the reconciled bank statement for the current accounts at 31<sup>st</sup> August 2017<sup>th</sup>

**Members present unanimously resolved to approve the reconciled bank statement as at 31<sup>st</sup> August 2017**

b. Cheques etc. as detailed below were signed off

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount	Initial	Power
28/09/2017	A Pugh	Sept Salary	506245	476.84		
14/09/2017	Grundon	August Waste Management	506246	96.70		
28/09/2017	OCC	August Pension	506247	1325.92		
31/08/2017	Clarity Copiers	Aug metered photocopier usage	506248	24.00		
07/09/2017	Paul Smith	Window cleaning Sept	506249	140.00		
07/09/2017	Benson Catering Equipment	Water boiler inspection	506250	60.00		
09/2017	Chiltern Society	Annual Subscription	506255	30.00		
12/09/2017	SG Locksmiths	Boiler room lock change	506256	97.00		
26/09/2017	Victor Breach	Repairs to YH Saniflo and toilet areas	506257	166.50		
19/09/2017	PRS	YH PRS	Already signed	337.75		
20/09/2017	PRS	PH PRS	Already signed	147.58		
18/09/2017	Came and Company	Annual insurance premium	506258	6345.53		
13/09/2017	E Crockett	PV roof and gutter repairs	506259	305.00		
13/09/2017	E Crockett	Wall repair Green Close	506259	227.00		
23/05/2017	NJC	Cleaning Supplies	506260	239.21		

15/09/2017	M Ottery	PH ladies toilet light	506261	168.00		
05/09/2017	Sage	Sage licence	506262	192.00		
01/09/2017	TP Knotweed Solutions	Hogweed treatment	506263	384.00		
09/08/2017	Wallingford Glass	PV glass repair	Already signed	126.00		
06/09/2017	CleanGenie	Kitchen deep clean	506265	534.00		
28/09/2017	FOBL	Grant	506266	3600.00		
21/09/2017	J Martin	Repointing paddling pool surround	506267	70.00		
21/09/2017	J Martin	Bin installation at Rivermead	506267	45.00		
21/08/2017	Refresh Pro	Paddling pool jet cleaning	506268	300.00		
31/08/2017	Colliers	Manhole keys and assorted maintenance consumables	506269	29.62		
28/09/2017	G Stock	Youth Leader salary	506270	142.01		
26/09/17	Viking	A4 paper and meeting coffee	506271	89.47		
13/07/2017	Community First Oxfordshire	PAT testing machine hire	506272	24.00		

### To approve Bank Payments

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount	Initials	Power
28/09/2017	Coop Bank	Sept Salaries	tfr	3998.99		
28/09/2017	HMRC	Sept Paye and NI	tfr	667.42		
28/09/2017	Coop Bank	RFO reimburse mileage to SLCC meeting	tfr	20.70		
09/09/2017	Coop Bank	Halls Man reimburse for cleaning products	tfr	4.00		
04/09/2017	Coop Bank	Clerk reimburse for ball cock	tfr	1.10		

### To approve Direct Debits/ Standing Orders

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount	Initials	Power
21/09/2017	Castle Water	PH 18/7-20/9/17	21/09/2017	164.77		
21/09/2017	Castle Water	Allotments 21/7-20/9/17	21/09/2017	136.48		
21/09/2017	Castle Water	Rivermead 21/7-20/9/17	21/09/2017	208.60		



19/09/2017	British Gas	PH elec 19/6-18/9/17	06/10/2017	695.10		
19/09/2017	British Gas	YH elec 19/6-18/9/17	06/10/2017	117.83		
19/09/2017	BT	PH 19/9-18/12/17	19/09/2017	117.13		
07/09/2017	British Gas	College Farm Elec 3/8-5/9/17	26/09/2017	8.43		
05/09/2017	British Gas	PH Gas 1/6-31/8/17	22/09/2017	94.98		
19/07/2017	Thames Water	17/05 – 14/08/2017	02/09/2017	29.86		

#### To approve Barclaycard Payments

Date of Invoice	Organisation/ Individual	Description	Date of DD	Amount	Initials	Power
21/08/2017	e-receptionist	Emergency call forwarding service	04/09/2017	9.00		
11/08/2017	Amazon	Tube lightbulbs for YH	04/09/2017	58.95		
11/08/2017	Post Office	Stamps	04/09/2017	56.00		

#### Cheques destroyed/ lost for replacement

Original cheque no	Organisation/ Individual	Description	Chq no	Amount	Initials	Power

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

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

CRW passed on an offer from a member of the public for 2 10ft high potted scots pines. Benson Parish Council have no current use for the trees and declined the offer

21. **To confirm the date of the next council meeting.** Thursday 26<sup>th</sup> October

22. **Dates of Next Meetings:**

- a. Technology Meeting (to be notified)
- b. Halls Meeting Thursday 12<sup>th</sup> October 2017
- c. Finance Meeting Tuesday 17<sup>th</sup> October 2017
- d. Recreation and Lands Meeting Thursday 9<sup>th</sup> November 2017.
- e. Planning Meetings (to be notified).

Anna Field  
RFO  
3<sup>rd</sup> October 2017