

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Minutes of the Benson Parish Council meeting held on Thursday 25th August 2016 at 7:30pm in the Benson Parish Hall Committee Room.

Present:

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

There was 1 member of the public present

1. **Apologies.** Cllrs P Peers, S McCann

Due to the absence of Cllr P Peers Chairman of Benson Parish Council Cllr J Fowler Vice Chairman of Benson Parish Council took the chair of the meeting according to Benson Parish Council Standing Orders 1.p.

2. **Declarations of Interest.** – There were no declarations of interest.

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

- a. Cllr M Gray – OCC Member. Cllr M Gray was not present at the meeting.
- b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present at the meeting but did provide a written report which is at Annex B.
- c. Cllr R Pullen – SODC Member. Cllr R Pullen was not present at the meeting.

4. **Public Session.** The owner of the Spice Garden restaurant addressed the chairman on planning application BPC44/16/P16/S1133/FUL noting that after consultation with SODC an amendment had been submitted changing dormer windows to roof lights. The owner continued that the reason for the conversion was to facilitate a live in manager and that he hoped the changes would enable the application to be approved.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 28th July 2016. **Members who were present at the Benson Parish Council meeting held Thursday 28th July 2016 unanimously resolved to approve the minutes of the meeting.** Cllr J Fowler chair for the meeting 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 Tuesday 9th August 2016. **Members who were present at the Benson Parish Council planning committee meeting held Tuesday 9th August 2016 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. **BPC44/16/P16/S1133/FUL.** Spice Garden, F/food takeaway, 39 High Street, Benson, OX10 6RP.

Proposed loft conversion with small dormer windows. Extend existing pitched roof over small rear projection.

Amendment: No. 1 - dated 9th August 2016

Proposal : Proposed loft conversion with roof lights. Extend existing pitched roof over small rear projection.(As amplified by e-mail form agent received 14 June 2016 and amended by drawing BP/S1-1D accompanying letter from agent dated 9 August 2016 removing dormer windows).

Members unanimously resolved to return no objections.

c. To note Planning Decisions:

i. **BPC31/16/P16/S1907/HH:** 2 Port Hill Road, Benson, OX10 6NF.

Erection of a 2 storey extension on the west side of the house.

Permission Granted

ii. **BPC37/16/P16/S2177/HH:** 5 Littleworth Road, Benson, OX10 6LY.

Demolition of existing single storey conservatory/garden room and erection of a two storey extension.

Permission Granted

d. It was noted:

i. That the planning application for P15/S4227/FUL was deferred from being heard at the SODC planning committee meeting 10th August 2016 to enable the planning committee to carry out a site visit.

ii. The Grundon submission of a planning application for waste delivery at Ewelme Transfer on Bank holidays.

iii. That Cllr J Fowler has submitted Benson Parish Council response on the Preferred Options Consultation.

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

Cllr J Fowler reported that:

i. A response had been received from SODC on how the 10% housing figure was derived. Unfortunately the response did not provide the information required and a further letter would be sent to clarify the figure.

ii. A new planning application for a development at Atlanta House had been submitted removing the affordable housing and reducing the size of the development.

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

a. To approve and sign the minutes of the Finance Committee held on Thursday 11th August 2016. **Members who were present at the Benson Parish Council finance committee meeting held Thursday 11th August 2016 unanimously resolved to approve the minutes of the meeting.** Cllr J Fowler signed the minutes as a true record.

b. To present finance recommendations to Council:

i. **Recommendation to Full Council that £13000 +VAT Be allocated to the Fire Regulation compliance works from the Youth Hall**

replacement budget and Parish Hall regeneration budget. Members present unanimously resolved to approve the recommendation.

ii. **Recommendation to Full Council that £5000 +VAT is allocated for the eradication of Giant Hogg Weed infestations at Millbrook Mead and adjacent to the Cuckoo Pen from the tree maintenance budget. Members present unanimously resolved to approve the recommendation.**

iii. **Recommendation to Full Council that £1072 +VAT be allocated to the emergency water leak repair at Benson allotments from the Village maintenance and equipment budget. Members present unanimously resolved to approve the recommendation.**

c. To receive a report from the chairman of the finance committee. As the chairman was absent from the meeting there was no chairman's report.

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

a. To approve and sign the minutes of the Halls Committee held on Thursday 11th August 2016. **Members who were present at the Benson Parish Council halls committee meeting held Thursday 11th August 2016 unanimously resolved to approve the minutes of the meeting.**
Cllr T McTeague chair of the halls committee signed the minutes as a true record.

b. To present halls recommendations to Council. There were no recommendations from the halls committee.

c. To receive a report from the Chairman of the Halls Committee.
Cllr T McTeague reported:

i. That the wood stored under the stage and been removed and taken away by Abingdon Wood recycling.

ii. That a response to a parishioners reply to the letter sent by Cllr McTeague on the proposal to paint badminton lines on the hall floor had been prepared and would be hand delivered ASAP.

Action: Clerk to circulate letter to Cllrs.

CLK

iii. That in conjunction with the halls manager a list of statutory fire checks had been compiled.

iv. That she had authorised the changes to the specification of the new entrance doors to ensure the installation could proceed. A review would be carried out to identify specification changes and costs.

Action: Clerk to place an item on the next regular halls agenda to discuss new door installation.

CLK

9. **Benson Parish Council Recreation and Lands Committee.** There was no meeting of the recreation and lands committee in August 2016.

a. To discuss potential options for the use of the salt store. Cllr R Jordan noted that he had asked for the item on the agenda as he was under the impression that the Parish Plan had designated the use of the salt store as a car park and that other uses may also be suitable. Cllr J Fowler answered that currently the Neighbourhood Plan Steering Group was examining sites around the village for possible use and that currently no allocation had been specifically

identified. Cllr Fowler continued that the completed Neighbourhood plan would be brought to the Benson Parish Council for comment and review before submission. Cllr Fowler completed his response noting that if any Cllr had a tangible use for any site that they should communicate this to a Cllr on the steering group (Cllrs Fowler, Murray or Winton).

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

i. Grass contractor Azalea Landscapes is reviewing weed killers to find an alternative to the current glyphosate based one being used.

ii. Work on additional dog fouling and dogs on lead signage are proceeding well. Cllr F Lovesey requested that additional dog fouling signs at Aldridge Triangle be considered.

Action: Cllr Baylis and clerk to review additional dog fouling signs at Aldridge Triangle.

iii. Giant Hogweed documents are in and the contract signed. Work for the 1st year of the contract is expected to start shortly.

iv. The paddock was cleared of ragwort by the Community Payback Team and subsequently destroyed by burning.

v. Resurfacing of the A4074 from the entrance of the Waterfront Bistro to the Elmbridge Roundabout is complete.

vi. The temporary white road marking along Littleworth Road and around the junction of Watlington Road, Chapel Lane and Sunnyside has not been done by OCC Highways and they are not currently aware of any impending roadworks in the area.

vii. The resident at the Meer who requested information on the ownership of the land adjacent to her property has been informed that it belongs to SOHA.

Cllr M Winton asked when the new picnic tables would be installed at Rivermead. Cllr Baylis responded that the tables had been selected and the order for them would be placed ASAP.

10. **Benson Neighbourhood Plan Steering Group:**

a. To receive a report from the Chairman of the Steering Group. Cllr J Fowler gave a report which is at Annex C.

11. **Benson Parish Council Working Groups.** To receive reports from the Benson Parish Council Working Groups:

a. Benson Community Hydro. Cllr P Murray reported that the grant funding had been received and the contract for the feasibility study would be placed immediately with work starting in September 2016.

12. **Benson Parish Council Chairman:**

a. To receive a report from the Chairman. Due to the absence of the chairman there was no chairman's report.

b. To report on any items or issues brought forward. No issues or item were brought forward.

13. **To discuss and agree any Proposals or Approvals.** No proposals were submitted.

CPB
CLK

14. Correspondence:

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

Post received for meeting Thursday 25th August 2016

Post/Emails Received	Action
1. Erection of 1 new residential dwelling to be named: Squirrels, Braze Lane, Benson, WALLINGFORD circulated Fri 29 th Jul 2016 at 11:56.	Noted
2. Addition of the alias property name: The Cart House to the existing numbered property: 21 Oxford Road, Benson, WALLINGFORD OX10 6LX circulated Wed 3 rd Aug 2016 at 07:53.	Noted
3. Benson Parish Council Transport Representative circulated Mon 8 th Aug 2016 at 08:34	Noted
4. CERTIFICATE OF LAWFUL DEVELOPMENT P16/S2613/LDP circulated Mon 8 th Aug 2016 at 09:49.	Noted
5. Community First Freeland Village Hall invitation circulated Wed 17 th Aug 2016 at 09:11.	Noted
6. Sue Ryder Nettlebed Hospice fund raising email circulated Wed 17 th Aug 2016 at 09:16.	Noted
7. Boat Safety Scheme - Media Release carbon monoxide poisoning circulated Wed 17 th Aug 2016 at 09:18.	Noted
8. CERTIFICATE OF LAWFUL DEVELOPMENT P16/S2686/LDP circulated Thu 11 th Aug 2016 at 18:17.	Noted
9. Arts in Community Halls circulated Wed 24 th Aug 2016 at 12:20	Noted
10. Prospective councillor Open Event circulated Thu 25 Aug 2016 at 07:10	Noted
11. Email from a parishioner re Heavy Goods vehicles on Oxford Road circulated Wed 24 th Aug 2016 at 12:07. After a short discussion it was agreed that the clerk should pass the email to OCC Highways for action and inform the parishioner that this would be done. Action: Clerk to pass email on heavy goods vehicles to OCC Highways.	CLK
12. Email chain from BUFC asking for permission to change previous location for storage of folding goalposts to side of pavilion garage circulated Tue 16 th Aug 2016 at 10:49. After a brief discussion it was agreed to pass the request to the halls committee.	Action
13. Request for a booking of the Sunnyside recreation ground for an All Human Family Circus circulated Wed 17 th Aug 2016 at 14:14. Members agreed to allow the circus to use the recreation area as long as inclement weather had not made the surface of the ground unsuitable. Action: Clerk to inform circus that they can use the Sunnyside Recreation ground.	CLK
14. Email from parishioner responding to Letter dated 3rd May 2016 about permanent sports lining on the main hall floor circulated Wed 24 th Aug 2016 at 11:59. Cllr T McTeague informed Cllrs that she had responded to the email.	Action
15. To approve the current Benson Parish Council Risk Assessment Wed 24 th Aug 2016 at 12:18. After a brief explanation from the clerk Cllr J Fowler moved to suspend standing orders: Suspend Standing Orders: Members present unanimously resolved to suspend standing orders. Suspend Standing Orders. Cllr J Fowler proposed that the current risk assessment be approved, this was seconded by Cllr P Baylis. Members present unanimously resolved to approve the proposal. Members present unanimously resolved to resume standing orders. Resume Standing Orders.	Action

- b. To review Parish Office Notes as detailed on attached:

Parish Office notes Thursday 25th August 2016

1. None submitted

15. **Finance:**

- a. To sign off the reconciled bank statement for the current account as at 31st July 2016.]

Members present unanimously resolved to approve the reconciled bank statement as at 31st July 2016.

- b. To sign cheques as detailed on the attached list:

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
25/08/2016	HMRC	August PAYE and NI	506026	672.88
25/08/2016	GM Stock	August Salary (just tax refund)	506027	2.80
25/08/2016	OCC	August pension	506028	942.61
25/08/2016	Community First Oxfordshire	Neighbourhood Plan consultation survey	506030	4527.96
21/04/2016	Microshade (internal auditors)	First audit visit	506031	245.88
31/07/2016	Colliers of Crowmarsh	Maintenance consumables	506032	15.59
03/08/2016	Executive Fire Protection	Fire safety works to PH	506033	618.44
23/08/2016	P Eldridge	Batteries	506034	23.98
29/07/2016	PRS	Performing Rights PH	506035	180.58
31/07/2016	Grundon	Waste collection July	506036	92.62
05/08/2016	NJC	Cleaning consumables	506037	161.46
25/08/2016	Enrych	Grant	506038	100.00
25/08/2016	A Bates	Handyman services	506039	1412.55
25/08/2016	Clearview	Window Cleaning July and August	506040	280.00

16. **Questions to the Chairman:** Questions should be provided to the Parish Clerk by Tuesday 12 Noon prior to the meeting.

17. **Items for Councillors to Note.**

- a. Cllr M Winton noted that the new website was not working correctly as there were no recent minutes displayed. Cllr P Baylis responded that this issue would be resolved in the short term and would discuss with the clerk.

Action: Cllr Baylis to discuss the updating of minutes with the clerk

**CPB
CLK**

18. **To confirm the date of the next council meeting.**

Thursday 22nd September 2016.

19. **Dates of Next Meetings:**

- a. Parish Council Meeting. Thursday 22nd September 2016.
b. Finance Meeting Tuesday 13th September 2016.

- c. Halls Meeting Thursday 1st September 2016.
- d. Recreation and Lands Meeting Thursday 8th September 2016.
- e. Planning Meetings (to be notified).



Peter Eldridge
Proper Officer
31st August 2016

Annex A
Actions for Parish Council Meetings as at
25th August 2016

- | | | |
|-----|--|--------------------------|
| 1. | Clerk to review signage around Rivermead paddling pool banning dogs in the pool council meeting minutes 26th May 2016 (22.b.i.).
<i>In progress.</i> | CLK |
| 2. | Clerk to order picnic tables for Rivermead council meeting minutes 23 rd Jun 2016 (9.b.ii.).
<i>In progress.</i> | CLK |
| 3. | Cllr P Baylis to circulate details of seats to be purchased to Cllrs council meeting minutes 23 rd Jun 2016 (9.b.iv.).
<i>In progress.</i> | CPB |
| 4. | Cllr Fowler to ask SODC why a full environmental impact assessment is not required council meeting minutes 23 rd Jun 2016 (15.a.6.).
<i>In progress.</i> | CJF |
| 5. | Clerk to mark current action on the BCH briefing complete and take a new action to arrange the briefing when feasibility study is completed council meeting minutes 28 th Jul 2016 (5.).
<i>In progress.</i> | CLK |
| 6. | Cllr Peers to respond to the Household waste consultation council meeting minutes 28 th Jul 2016 (14.a.7.).
<i>In progress.</i> | CPP |
| 7. | Cllr Baylis to review policy on erection of sheds on allotments council meeting minutes 28 th Jul 2016 (14.a.17.).
<i>In progress.</i> | CPB |
| 8. | Cllr P Baylis to review responsibility for ragwort clearance of leased parish council land council meeting minutes 28th Jul 2016 (16.d.).
<i>In progress.</i> | CPB |
| 9. | Clerk to circulate letter to Cllrs council meeting minutes 25th Aug 2016 (8.a.ii.).
<i>Letter sent. Action closed.</i> | CLK |
| 10. | Clerk to place an item on the next regular halls agenda to discuss new door installation council meeting minutes 25th Aug 2016 (8.a.iv.).
<i>In progress.</i> | CLK |
| 11. | Cllr Baylis and clerk to review additional dog fouling signs at Aldridge Triangle council meeting minutes 25th Aug 2016 (9.b.ii.).
<i>In progress.</i> | CPB
CLK |
| 12. | Clerk to pass email on heavy goods vehicles to OCC Highways council meeting minutes 25th Aug 2016 (14.a.11.).
<i>In progress.</i> | CPB
CLK |

13. Clerk to inform circus that they can use the Sunnyside Recreation ground council meeting minutes 25th Aug 2016 (14.a.13.).

CPB
CLK

Circus informed. Action closed.

14. Cllr Baylis to discuss the updating of minutes with the clerk council meeting minutes 25th Aug 2016 (17.a.).

CPB
CLK

Issue with minutes resolved. Action closed.

Annex B SODC Report from Cllr F Bloomfield

Birthday celebrations for our Queen's 90th year.

We offered our Town and Parish councils a grant towards any community events they were holding to celebrate the Queen's 90th birthday. 71 out of 86 parish and town councils in our District took us up on the offer and we distributed over £50,000 towards these events. If you took advantage of this, I hope that you and your community had a really great time!

Planning Matters.

We have been working with our Planning Officers to produce a simple guide on how members of the public should reply to Planning Permission Consultations. We are hoping that this will help people respond, and improve their understanding of what does and does not constitute a Material Planning Consideration. The can be obtained from our Planning Team.

July Town And Parish Forum

We held our Town and Parish forum in July. These help us to stay in touch with town and parish councils and keep them up to date with the work we're doing. At the July event we provided updates on our bid for district-based unitary councils and progress on our local plans. We also took the chance to talk to councils about our new corporate plan.

These are an important opportunity for dialogue and in future, we aim to hold two of these each year, instead of just the one.

Golf club lands in the rough

Following the destruction of 29 protected pine trees in the North Stoke conservation area we successfully prosecuted Thames Valley Golf Limited, owners of the Springs Hotel and Golf Club. The company was fined £8,000 and ordered to pay over £1,500 costs. If you believe that there have been violations, please let the Enforcement Team know so they can investigate and take appropriate action.

Five Councils update - Changes from 1 August

As Council explained in the email sent to you last month, the first of our services to be handed over to Capita and VINCI on 1 August has been completed. The only exception to this is that we're going to put back the launch of the new system for people to pay for their car parking by phone by a month, until 1 September. A benefit of doing this is that it gives us bit more time to let people know the change is taking place, but in the meantime people can continue to use the existing RingGo system as normal.

Devolution/unitary councils update

We need to understand how the recent changes in the government may affect our proposals for devolution and local government reorganisation. Following discussions with civil servants, we've now had a very clear message from central government that devolution proposals should have broad support across all tiers of local government in the area they would cover. We don't currently have this in Oxfordshire so we've collectively agreed to again explore whether we can reach a set of proposals we can all sign up to.

This is likely to take a little while so don't expect anything to happen publicly for a couple of months and we've postponed publication of the PWC and Grant Thornton studies, and plans for consultation are now on hold.

Cutting down on council tax fraud

Last year our fraud investigators helped to prevent more than £410,000 in council tax discounts from being fraudulently claimed across the South and Vale Districts, and they also recovered more than £160,000 that had already been paid out to illegal claims. If you have concerns that someone may be carrying out a fraud, please do report it so we can look into it. It's your money that they are claiming!

New grants scheme

We've launched a new revenue grants scheme - any non-profit organisation can apply, like a charity or local village committee. The grants are from £10,000 to £100,000 over four years and can be used on revenue spending - so things like rent and rates, salary costs, and marketing and publicity.

We're launching these grants to help us meet our new corporate objectives, including investing in the district's future and building thriving communities. Applications are open until 15 September this year. Contact the grants team on 01235 422405.

Benson Neighbourhood Plan Report – August 2016

1. SEA Screening

We are still trying to move forward with the Strategic Environmental Assessment (SEA) Screening. The consultant working with us has been in touch with one of the companies who originally declined to quote and because he knows the Director and some other work they had has been cancelled, he is hopeful they will now quote for the work.

2. Meeting with SODC

The Neighbourhood Plan Team met with SODC on 17th August. It was a useful meeting as the Leader of SODC (John Cotton) attended and volunteered to help with setting up a meeting with OCC Highways to discuss the possible 'relief road'. Unfortunately, due to the District Council's lack of a 5 year land supply, even when our Plan is adopted there is no guarantee that SODC will refuse applications on sites not put forward for development in the Plan. This is completely unsatisfactory and this point was made to SODC at the meeting.

3. Meeting with DWH

The Neighbourhood Plan Team also met with David Wilson Homes who are in the process of submitting a detailed application for 250 – 280 dwellings on BEN3 and BEN4. They are planning to hold two consultations for the village, the first of which is likely to be in October. They were receptive to the idea of a relief road.

4. Housing Needs Survey

The Housing Needs Survey, undertaken on our behalf by Community First Oxfordshire (CFO) is now complete and the Parish Office will shortly have two definitive copies available for Councillors or villages to read.

5. Timeline

The Timeline is currently being re-worked to reflect delays with the SEA.