

## BENSON PARISH COUNCIL

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

### Present:

Cllr P Peers	(Chair)	(CPP)
Cllr P Baylis		(CPB)
Cllr J Fowler		(CJF)
Cllr R Jordan		(CRJ)
Cllr F Lovesey		(CFL)
Cllr S McCann		(CSM)
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.

There were 3 members of the public present.

1. **Apologies:** Cllr R Workman (CRW)
2. **Declarations of Interest.** – Cllrs S McCann and J Fowler both declared an interest in items 6 b iv and vii; planning applications at 20 Old London Road
3. **To receive reports from the following:**
  - a. Cllr M Gray – OCC Member. Cllr Gray was not present.
  - 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 20 Old London Road. It was stated that neighbours to the property had been consulted and were content with the details of the application and that the planning officer had also visited.

The member also asked that the dates of the Council Meetings be added to the Benson Bulletin. **Action:** Clerk

**CLK**

The new Parish Council website address needs to be better publicised. **Action:** Refer to Technology Committee

**CPB**

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 26<sup>th</sup> January 2017. **Members who were present at the Benson Parish Council meeting held Thursday 26<sup>th</sup> January 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 9<sup>th</sup> February 2017. **Members who were present at the Council Planning Committee meeting held Thursday 9<sup>th</sup> February 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. **BPC03/P16/S3441/O (Outline) Application Type: Major Amendment : No. 1 - dated 2nd February 2017 Proposal** : Outline application (with all matters reserved except access) for the erection of up to 180 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, PL03B, Archaeological evaluation and Transport and Noise addendum reports accompanying Agent's letter dated 2 February 2016). Address: Land South of Watlington Road Benson OX10 6NP

**Members unanimously resolved to object to the application amendment on the same grounds as for the original application.**

- ii. **BPC04/P16/S3611/FUL (Full Application) Application Type: Major Amendment : No. 2 - dated 3rd February 2017 Proposal** : Erection of 187 dwellings plus formation of vehicular access and car parking. Provision of landscaping and open space and other associated work.(as clarified by revised tracking details shown on drawing no8160737-6201A and PL.02C (BCP details) accompanying Agent's email dated 7 December 2016 and as amended by drawing no PL02 rev E, PL48 rev A, PL49 rev A, PL68 rev A, PL76 rev A, PL78 rev A, PL82 and 83 rev A, PL97 rev A, PL100C, PL101 rev A, PL102 rev A, PL103 rev A, PL104 rev A, PL105 rev A, PL06 rev A and engineering drawings accompanying Agents email dated 3 February 2017). Address: Land North of Littleworth Road Benson

**Members resolved overall not to object to the application; 8 members had no objections, 1 member objected to the application and there were 2 abstentions.**

- iii. **BPC05/P17/S0352/HH (Householder) Other Proposal**: Proposed garage conversion, single storey link extension and side extension to create new garage with accommodation in the roof space. Proposed new gravel driveway surface to existing front garden Address: 24 Horseshoes Lane Benson OX10 6LB

**Members unanimously resolved to return no objections.**

- iv. and vii. were considered together (**see item vii**)

- v. **BPC07/P16/S3922/FUL (Full Application) Application Type: Minor Amendment: No. 3 - dated 8th February 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) As amplified by the email from the agent dated 8 February 2017. Address: Atalanta Garage Beggarsbush Hill Benson OX10 6PL

**Members unanimously resolved to object to the application pending results of the Contamination Report (possible asbestos and ground contamination).**

- vi. **BPC08/P17/S0250/LB (Listed Building Consent) Application Type: Other Proposal**: Repair existing roof Address: 65 Brook Street Benson OX10 6LH

### **Members unanimously resolved to return no objections**

Cllrs J Fowler and S McCann left the meeting room, having declared an interest in the following two items.

- vii. iv. **BPC06/P17/S0466/HH (Householder)** Other Proposal: Addition of dormer windows to rear of property. Existing hallway entrance to rear extended under existing roof overhang. Address: 20 Old London Road Benson OX10 6RR

### **Members present unanimously resolved to return no objections**

vii. **BPC09/P17/S0467/LB (Listed Building Consent) Application Type: Other** Proposal: Addition of dormer windows to rear of property. Existing hallway entrance to rear extended under existing roof overhang. Address: 20 Old London Road Benson OX10 6RR

### **Members present unanimously resolved to return no objections**

(CJF and CSM returned to the meeting room).

- c. To note for information only
    - i. **An Appeal under section 78: Land off St Helen's Avenue Benson**  
Description of development: 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. As clarified by play provision improvement plan received 25 May 2016, additional ecology information received 5 September and additional archaeological information submitted 12 September 2016. Application reference: P16/S1301/O Appellants name: Gladman Developments Ltd **Appeal reference: APP/Q3115/W/16/3163844 Appeal start date: 10th February 2017. It is understood that the appeal will take place in May.**
  - d. To note planning decisions. There were no planning decisions.
  - e. To receive a report from the Chairman of the Planning Committee. Nothing to report.
7. **Benson Parish Council Finance Committee:**
- a. To approve and sign the minutes of the Finance Committee meeting held on Tuesday 7<sup>th</sup> February 2017. **Members who were present at the Benson Parish Council finance committee meeting held Tuesday 7<sup>th</sup> February 2017 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the finance committee signed the minutes as a true record.
  - b. To present recommendations to Council.
    - i. **Recommendation to Full Council: 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. Updated Financial Regulations will be provided for review and approval prior to the move occurring.**  
After some discussion concerning the size, assets and robustness of Unity Bank vs other larger banks it was decided the recommendation be withdrawn pending further research by the Finance Committee and the RFO.

**Action:** Refer back to the finance committee for further investigation. Check whether or not Parish Councils are covered by FSCS (Financial Services Compensation Scheme).

- ii. **Recommendation to Full Council: To subscribe to E-Receptionist at a cost of £7.50 per month plus VAT to provide a central emergency number for the Parish Council that can be transferred to a 'duty' member of staff.**

**Members present unanimously resolved to approve the recommendation.** In answer to the question why bring to full council when it involves such small amounts? Cllr Peers explained that an emergency system could affect all council members at some stage.

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

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

- a. The next Halls Committee Meeting will be on Thursday 9<sup>th</sup> March 2017
- b. To receive a report from the Chair of the Halls Committee.

Cllr McTeague reported on progress of the Pre-planning application for the Parish Hall Extension. She summarised the content of a letter received by Cutler Architects from Paul Bowers, Senior Planning Officer, SODC. "From a planning policy stand point the council is supportive of enhancing existing community facilities. The proposed extension as shown on the plans provided is a subordinate addition to the building which although prominent will not in my view harm the buildings established character or that of the wider area. I would encourage you to consider the comments from the OCC Highway Officer". OCC had stated they were unlikely to object to the proposal subject to Cycle Parking using Sheffield type stands and any disabled parking spaces meeting the standard requirements in size.

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

Cllr T McTeague proposed that the planning application be submitted subject to payment of **SODC - Planning Application Fee: £577.50** and **Cutlerarch Ltd Planning Application Fee: £600.00 (Inc. VAT).**

**Members present unanimously resolved to approve the proposal.**

**Members present unanimously resolved to resume standing orders.**

**Resume Standing Orders.**

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

- a. To approve and sign the minutes of the Recreation and Lands Committee meeting held on Thursday 9<sup>th</sup> February 2017. **Members who were present at the Benson Parish Council Recreation and Lands Committee meeting held Thursday 9<sup>th</sup> February 2017 unanimously resolved to approve the minutes of the meeting.**

- b. To present recommendations to Council

- i. **Recommendation to Full Council: Recommendation that Benson Parish Council adopts the Policy regarding the Erection of Sheds and Polytunnels on BPC owned allotments.**

Clarification was given regarding the member of staff responsible for allotments as being the Hall's Manager and the definition of a structure should not include a fruit cage which is mainly netting. **The responsibility of clearing a vacant allotment if not done by the previous occupant**

should be the Parish Council Groundsman and the possibility of a deposit to cover such work; to be referred back to R&L Committee for the next Agenda.

CLK

Subject to the above, the recommendation was approved; 10 votes in favour and one abstention.

- ii. **Recommendation to Full Council: In recognition of the long and sterling work completed by the War Memorial Gardening Team over the years, it is recommended that Benson Parish Council provide gift vouchers to members of the team to the value of 3 at £50 and one for £25.**

**Members present unanimously resolved to approve the recommendation. Action:** Cllr Peers to write to the team.

CPP

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

The wooden multigym, removed from the Green Close Play area, and other equipment in the St Helens Avenue play area is to be replaced by new play equipment. The R&L Committee have short-listed 6 pieces of equipment which will be taken into the Primary School for the children to then choose their top 3 pieces. In March, an application will then be made for SODC Grant funding.

The 2 Diamond Jubilee Benches will be installed on Saturday 4<sup>th</sup> March. Arrangements will then need to be made for an official unveiling which was a condition of the funding. **Action:** Date for commemorative unveiling and invitations to appropriate dignitaries.

CPP

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

Cllr P Bayliss proposed repairs to Millbrook Mead Boardwalk be undertaken by the Green Gym team, supervised by Cllr T Stevenson. Cllr Stevenson explained that initially work would be completed on the 10m nearest to Preston Crowmarsh. This would entail a spend of £650 + VAT to purchase the necessary materials; replacing rotten wooden structures with plastic and a new timber top.

**Members present unanimously resolved to approve the proposal.**

**Members present unanimously resolved to resume standing orders.**

**Resume Standing Orders.**

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

- a. There has been no meeting of the Technology Committee
- b. To receive a report from the Chair of the Technology Committee. Nothing to report.

#### 11. **Benson Neighbourhood Plan Steering Group**

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

##### **Village Meeting**

Over 350 people attended the village meeting on 3<sup>rd</sup> February which outlined the draft proposals in the Neighbourhood Plan. There was a large majority in favour of supporting the proposals in the Plan.

##### **Draft Plan**

The Pre-Submission (Draft) Plan has now been written and will be issued for consultation next week. The consultation period lasts 6 weeks. A more professional looking Plan will then be submitted along with the Strategic Environmental

Assessment. The RFO will be the first point of contact for queries. A referendum should take place in July.

### **OCC Highways**

A meeting with OCC Highways on 27<sup>th</sup> February has been arranged by Cllr Gray to discuss their support, or otherwise, for the Edge Road. Cllr Fowler will attend as will Mr Rushton. There is a need to gain agreement from OCC for any Edge Road to connect to the existing road structure.

**On behalf of Benson Parish Council, Cllr Peers proposed a sincere vote of thanks to Cllr Fowler and the Neighbourhood Plan Team for all their work on Benson's Plan.**

## **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 reported on a Productive Meeting with BUFC. Charges for use of the Pavilion which include the cost of cleaning were clarified. It was agreed that the outstanding debt would be paid once revised dates of use have been confirmed (still need dates for use by Benson Rockets). BUFC have been sent details of the Grants Application process and will need to provide a copy of their accounts in order to apply. Charges can be re-visited and BUFC were receptive towards this but there is still some work to do.

- b. To receive any other updates from Working Groups

Cllr Fowler gave an update on a Parishes Against Gravel Extraction (PAGE) meeting he had attended. Oxfordshire County Council have completed a revised mineral extraction strategy in which 75% (1.15M tonnes) of mineral extraction will be based in the South and 25% in the North. This presents a large increase in extraction from the South (previous average of 750,000). PAGE are considering a judicial review and investigating the costs and therefore the feasibility of this.

## **13. Benson Parish Council Chair:**

- a. To receive a report from the Chair.

Cllr Peers reported that she had successfully nominated Elizabeth Leppard for the High Sheriff's Award; the nomination was for her relentless fund-raising work and for the running of the Volunteer Helpline. There is to be a presentation at Christchurch College on 28<sup>th</sup> February.

CPP reported that the Emergency Plan for Benson is in need of updating and that she and the Clerk would be working on this as soon as possible.

Cllr Peers and the Clerk attended a meeting about the One Oxfordshire Proposal. At the meeting, there was a presentation by Peter Clark (Chief Executive, OCC) and David Hill (Chief Executive, SODC) was also involved. Cllr Peers expressed her disappointment at the lack of time available for questions and the lack of clarification on how the proposals would affect Parish Councils. The emphasis, at the meeting, was on the potential savings of £20m per annum; funding for the unitary would be from Council Tax and Business Rates only.

**Cllr Peers urged members** to respond to the County Council survey before the closing date 28<sup>th</sup> February:

<https://www.ors.org.uk/web/index.php/survey/index/sid/816846/lang/en>.

The County Council will be debating this on 14<sup>th</sup> March.

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 (to follow). NB Clerk to send Post List to all prior to the meeting.

**CLK**

**Post received for meeting Thursday 23<sup>rd</sup> February 2017**

<b>Post/Emails Received</b>	<b>Action</b>
1. FOBL Advertising Requests and poster for lecture 07.02.17 sent 03.02.17	Note
2. Consultation on Proposed Main Modifications to Oxfordshire Minerals and Waste Local Plan: Part 1 sent 03.02.17	Note
3. Wallingford Neighbourhood Policing update sent 03.02.17	Note
4. Meeting about One Oxfordshire sent 03.02.17	Note
5. Council Leaders statement on Single Unitary Council sent 08.02.17	Note
6. Thames Water Important Changes to Business Accounts sent 08.02.17	Note
7. Chiltern Society Housing White Paper sent 14.02.17	Note
8. Fields in Trust Parks and Green Spaces sent 14.02.17	Note
9. Waste and Recycling Tour Wallingford 28.02.17 sent 14.02.17	Note
10. River Users Group Agenda and Reports sent 14.02.17	Note
11. Letter from Cllr John Cotton re Unitary for Oxfordshire sent 16.02.17	Note
12. SODC - Council Tax frozen, grants etc. sent 17.02.17	Note
13. Thames and Chilterns in Bloom sent 20.02.17	Note
14. River Thames Alliance - update sent 21.02.17	Note
15. Italian Market for Benson? <b>Action:</b> Clerk to respond to enquiry with a request for further information.	<b>CLK</b>
16. Councillors to respond to One Oxfordshire Survey <b>Action:</b> all	<b>ALL</b>
17. Jo Cox – the Great Get Together 17 <sup>th</sup> /18 <sup>th</sup> June <b>Action:</b> clerk to respond reporting that Council are fully supportive and suggest liaison with the school?	<b>CLK</b>

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:  
31<sup>st</sup> January 2017

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

b. To sign cheques as detailed on the following list.

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
23/02/2017	GM Stock	January salary	506136	105.45
23/02/2017	OCC	January Pension	506137	786.89
20/02/2017	Dianne Brooks	Note book, sticky dots and bin bags. 21 miles reclaim	506138	19.05
31/01/2017	Grundon	January waste collection	506139	119.20
25/01/2017	Executive Fire protection	Extinguisher servicing	506140	359.39
10/02/2017	Hazell & Jefferies	Pothole repair College Farm layby	506141	240.00
09/02/2017	Executive Alarms	Repairs to alarm panel and emergency lights	506142	438.00
04/02/2017	A Harris	Replacement office door	506143	213.90
15/02/2017	Renewables First	Pre application fee and topographical survey	506144	2793.84
16/02/2017	Oxford IT	IT Support - Feb	506145	49.19
09/02/2017	Clear View	Window Cleaning Jan	506146	140.00
26/01/2017	Community First Oxfordshire	PAT Testing course for Halls Manager	506147	78.00
06/02/2017	Frank Farquharson	Refreshments for NP public meeting	506148	223.00
25/01/2017	Sharp & Howse	Boiler Service Contract Renewal	506149	1015.37
23/02/2017	Aiden Pugh	February salary	506150	279.62

c.

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

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

Cllr Lovesey asked what action had been taken concerning the 1918 Commemorations? She had already approached the Royal British Legion. **Actions:** Cllr Fowler to place details in the Bulletin. Clerk to approach the History Society.

CJF  
CLK

Cllr Olley requested that the planting of the Hornbeam Tree and Capping of the Landing Stage piers be included on the next Agenda (Recreation and Lands).

CLK

Cllr McCann requested that the Council investigate other forms of electronic communication e.g. dropbox Action: Refer to Technology Committee

CLK

19. **To confirm the date of the next council meeting.** Thursday 23<sup>rd</sup> March 2017.



20. **Dates of Next Meetings:**

- a. Parish Council Meeting. Thursday 23<sup>rd</sup> March 2017.
- b. Finance Meeting Tuesday 14<sup>th</sup> March 2017.
- c. Halls Meeting Thursday 9<sup>th</sup> March 2017.
- d. Recreation and Lands Meeting Thursday 13<sup>th</sup> April 2017.
- e. Planning Meetings (to be notified). Next Planning Meeting – Thursday 9<sup>th</sup> March 7pm



Dianne Brooks  
Parish Clerk  
28<sup>th</sup> February 2017