

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
Tel: 01491 825038 e-mail: bensonparish.council@virgin.net

Minutes of the Benson Parish Council meeting held on Thursday 27th October 2016 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 T McTeague | | (CTM) |
| Cllr P Murray | | (CPM) |
| Cllr T Stevenson | | (CTS) |
| Cllr M Winton | | (CMW) |
| Cllr R Workman | | (CRW) |

Proper Officer: P Eldridge (CLK)

OCC Cllr M Gray (CMG)

There were no members of the public present.

1. Apologies: Cllrs S McCann and D Olley. Cllr P Peers noted that she had received a message of thanks from Cllr Olley for the support of the Benson Parish Council during his wife's recent illness.

2. Declarations of Interest. – Cllr F Lovesey declared an interest in item 15.b.v as Chair of the Benson and Ewelme branch of the Royal British Legion.

3. To receive reports from the following:

a. Cllr M Gray – OCC Member. Cllr M Gray reported on:

i. Traffic issues with the McDonald's roundabout resurfacing.

Cllr M Winton noted that there is an area of the recently repaired A4074 adjacent to Footpath 8 that dips and which may need additional work. Cllr Gray responded that he would check the area.

ii. A seminar he had attended on violent crime run by the police at which they outlined the methods of how violent crime is recorded to meet targets.

iii. Parking issues in Oxfordshire.

iv. Mineral and Gravel extraction and the way it will be implemented.

v. Libraries and current moves to develop them to provide more services. This could include perpetual opening and making libraries a portal for other services.

vi. In response to a question from Cllr P Peers Cllr Gray said that he was not sure if the recent directive on turning off street lighting would be implemented.

vii. In response to a question from Cllr J Fowler Cllr Gray said he would try to contact Karen Lister about the proposal for Benson Parish Council to lease the land known as the Salt Store.

b. Cllr F Bloomfield – SODC Member. Cllr F Bloomfield was not present at the meeting but had provided a written report attached at Annex B.

c. Cllr R Pullen – SODC Member. Cllr R Pullen was not present at the meeting.

4. **Public Session.** There were no members of the public present.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 22nd September 2016. **Members who were present at the Benson Parish Council meeting held Thursday 22nd September 2016 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 Monday 10th October 2016. **Members who were present at the Benson Parish Council planning committee meeting held Monday 10th October 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. No planning applications have been received.

c. To note Planning Decisions.

i. **P16/S2686/LDP.** The Free Church 37 High Street Benson. Addition of one east facing window and enlargement of west facing window to second floor.
Permission Granted.

ii. **BPC50/16/P16/S2831/HH:** Troy, Ewelme, OX10 6PY. Erection of traditional oak framed outbuilding for games room, home office, gym and store to replace existing curtilage listed building.
Permission Granted.

iii. **BPC51/16/P16/S2832/LB:** Troy, Ewelme, OX10 6PY. Erection of traditional oak framed outbuilding for games room, home office, gym and store to replace existing curtilage listed building.
Permission Granted.

iv. **BPC56/16/P16/S2938/HH.** 4 Sunnyside, Benson, OX10 6LZ. Two-storey rear extension & addition of roof lights.
Permission Granted.

v. **BPC48/16/P16/S2822/HH:** 2 Westfield Road Benson OX10 6NH. Double storey and single storey additions & alterations.
Permission Granted.

vi. **BPC55/16/P16/S2647/LB.** Ivy Cottage 10 Castle Square, Benson, OX10 6SD. Repair and replace windows and side door.
Permission Granted.

d. To discuss and agree the community facilities that Benson Parish would wish to see provided if BEN 5 is given approval for development. Cllr J Fowler explained that during a meeting with West Waddy he had been invited to submit a list of community facilities for the West Waddy development at BEN 5 Watlington Road Benson. it was agreed that the list should include:

i. Funding for Millstream Day Centre.

- ii. Funding for Parish Hall Extension.
 - iii. Indoor swimming pool.
 - iv. Provision of Allotment space.
 - v. Funding for road improvements.
 - vi. BMX Trail.
 - vii. Funding for Sunnyside Play area enhancement.
- e. To receive a report from the Chairman of the Planning Committee.
planning committee chairman had nothing further to report.

7. Benson Parish Council Finance Committee:

- a. To approve and sign the minutes of the Finance Committee held on Tuesday 18th October 2016. **Members who were present at the Benson Parish Council finance committee meeting held Tuesday 18th October 2016 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 transfer £5k from the Salt Store project budget to the Parish Hall Maintenance & Equipment Budget.**
Members present unanimously resolved to approve the recommendation.
 - ii. **Recommendation to Full Council to engage Bethan Osborne, HR Consultant to assist in the interviews for the new Clerk at a cost not to exceed £500.**
Members present resolved by 9 votes with 1 against to approve the recommendation.
- c. To receive a report from the Chairman of the Finance Committee.
Cllr P Peers reported that there had been a good response to advertising for the Benson parish clerk position and that the cleaning post was being re-advertised.

8. Benson Parish Council Halls Committee:

- a. To approve the minutes of the Halls Committee meeting held on Thursday 13th October 2016. **Members who were present at the Benson Parish Council halls committee meeting held Thursday 13th October 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 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 that:
- i. A fire alarm test was carried out prior to the October 2016 Halls Meeting. Cllr McTeague continued that there was a requirement from the test to reiterate to hall users that they should evacuate immediately through the nearest fire exit and not make their way out via the main hall entrance.
 - ii. The halls manager had produced fire reports and records during the

October 2016 Halls Meeting. It was noted that these were in good order and Cllr McTeague thanked the halls manager for the way she had carried out the task.

iii. The latest plans for the parish hall extension were on display for Cllrs to view. These would be on display in the parish hall foyer for parishioners to view for a week from the Monday 14th November 2016 which would be followed by a public consultation Saturday 19th November in the parish hall lounge 10AM until 12PM. Cllr McTeague invited Cllr R Workman to give a brief explanation of the displayed annotated plans. At the end of the explanation Cllr P Murray asked how much the extension was expected to cost, how it would be funded and would there be grant funding available. Cllr P Peers answered that including VAT the total revised **estimated cost of the extension would be £510K**. Cllr Peers continued that the finance committee would need to review the funding of the extension, including the provision of grants.

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

a. There was no meeting of the Recreation and Lands committee held in October 2016.

b. To receive a report from the Chairman of the Recreation and Lands Committee. Cllr P Baylis reported:

i. In response to the annual 3rd party inspection report on play areas which found multiple safety issues with the Green Park wooden activity trail the activity trail had been removed.

ii. At the Sunnyside play area, the old metal and wood kiddies picnic tables have been replaced with new plastic wood benches. Also, the swing seats and chains have been maintained and a new floor for the humped bridges in one of the climbing activity equipment's installed.

iii. Cllr Murray had contacted Agrivert on BPC's behalf re maintenance of the compost heaps on the allotments requested by allotment holders to remove the deeply rooted bind weed and other weeds. Agrivert have agreed to provide a large skip to take away the contaminated compost and soil. Cllr T Stevenson commented that it would be a good idea to put some weed suppressant down before restocking the compost. Cllr Baylis requested the clerk put an item on the next Recreation and Lands Committee Meeting to discuss.

Action: Clerk to add an agenda item to recreation and lands meeting to discuss allotment compost heaps.

CLK

iv. There has been progress on the new village signage for dog fouling on Sunnyside and other village areas and for mooring at Rivermead. The clerk now has the printed custom adhesive signs and will be getting the quote for the poles clips and back plates shortly.

v. There is now a plan in place to remove the old seats along Church Road ready for the new seats to be installed.

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

a. To receive a report from the Chairman of the Steering Group. Cllr J Fowler noted he had sent in a report which is at Annex C. In addition to the report Cllr Fowler commented that the SODC planning officers that have been helping with the Benson Neighbourhood Plan have now all left their posts. Cllr Fowler

continued that there had been no consecutive period of support on the neighbourhood plan with the same officer and that he was not expecting any help from SODC in the short term.

11. Benson Parish Council Working Groups:

- a. To receive reports from the Benson Parish Council Working Groups.
 - i. Benson Community Hydro Working Group: Cllr P Murray reported that Renewables First interim report on the 1st cut model of the project showed that the payback model indicates a long term return and that the economics of the project may be affected by the extended payback period.

12. Benson Parish Council Chairman:

- a. To receive a report from the Chairman. Chairman had nothing to report.
- b. To report on any items or issues brought forward.

13. To discuss and agree any Proposals or Approvals. No proposals have been received.

14. Correspondence:

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

Post received for meeting Thursday 27th October 2016

| Post/Emails Received | Action |
|--|---------------|
| 1. HeartPlus Defibrillator proposal circulated Thu 20th Oct 2016 at 12:15. | Noted |
| 2. Parking in Benson Village Centre circulated Thu 20th Oct 2016 at 12:23. | Noted |
| 3. [Bighealthandcare] Update on Oxfordshire's Transformation Plans circulated Thu 20th Oct 2016 at 12:26. | Noted |
| 4. Chalgrove Airfield – Newsletter circulated Tue 27th Sep 2016 at 07:42 | Noted |
| 5. Bus Stop Oxford towards Wallingford circulated Thu 20th Oct 2016 at 12:59. | Noted |
| 6. Email from Enrych thanking the BPC for Grant circulated Thu 20th Oct 2016 at 13:02. | Noted |
| 7. Community Infrastructure circulated Thu 20th Oct 2016 at 13:07. | Noted |
| 8. NAG Meeting Minutes 21st September 2016 circulated Thu 20th Oct 2016 at 13:12. | Noted |
| 9. Action on 8 on Annex A BPC Minutes 22nd Sep 2016 Ragwort Clearance on Leased Land circulated Wed 12th Oct 2016 at 10:04. | Noted |
| 10. Proposed Unitary Authority in Oxfordshire circulated Thu 20th Oct 2016 at 13:46. Cllr P Peers noted that she had attended the SODC Workshop on the setting up of a unitary authority and intended to discuss issues with the Chair of SODC. Action: Cllr P Peers to discuss the proposed Oxfordshire Unitary Authority with Chair of SODC. | CPP |
| 11. Action on 7 on Annex A BPC Minutes 22nd Sep 2016 to review policy on erection of sheds on allotments circulated Wed 12th Oct 2016 at 11:08. | Noted |
| 12. RTA Thrice Annual Report to Members circulated Tue 25th Oct 2016 at 11:00. | Noted |
| 13. Discharge of condition 10 - landscaping and 12 - archaeology on application ref. P16/S0213/FUL circulated Tue 25th Oct 2016 at 11:14. | Noted |

| | |
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| 14. Pathway Workshop Rebranding circulated Wed 26th Oct 2016 at 09:12. | Noted |
| 15. The need for positive planning CPRE Oxon News Oct 2016 circulated Thu 27th Oct 2016 at 08:26. | Noted |
| 16. Friends of Benson Library (FOBL) 'Bob's Corner' Booking Sat 13 th May 2017 circulated Thu 20th Oct 2016 at 12:35. Members agreed that the booking could be accepted. Action: Clerk to inform FOBL booking is confirmed. | CLK |
| 17. Letter from a parishioner requesting permission to park on the Parish Hall car park circulated Thu 20th Oct 2016 at 12:44. Members passed the request to the Recreation and Lands committee to review and decide. Action: Clerk to inform parishioner and place item on R&L agenda. | CLK |
| 18. Wallingford bridge article front page of the herald circulated Thu 20th Oct 2016 at 14:07. Members noted that in the article it was confirmed that buses would be allowed to use the bridge at all times and the current view was that public transport would not be affected. Action: Clerk to respond to the parishioner with concerns about public transport. | CLK |
| 19. Nomination of a Cllr to represent Benson Parish Council for the River Thames Alliance area 3 (RUG 3) circulated Tue 25th Oct 2016 at 11:25. Members discussed the requirement and it was decided to try and recruit a 3 rd party to represent the council at the RUG 3 meetings. Action: Clerk to inform the chair of RUG 3. Action: Clerk to try and recruit a 3 rd party to represent the council at RUG 3 meetings. | CLK |
| 20. Requests for sheds on allotment's circulated Wed 26th Oct 2016 at 09:53. Members agreed to the erection of the sheds. Action: Clerk to inform allotment holders via the allotment manager. | CLK |

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

| | |
|---|-------|
| 1. Benson Parish Office Christmas Shut down. The Parish Office will close for Christmas from Friday 23 rd December 2016 until Tuesday 3 rd January 2017 start and end dates included. The Benson Helpline will close from Wednesday 21 st December 2016 until Wednesday 4 th January 2017 start and end dates included. | Noted |
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15. **Finance:**

a. To sign off the reconciled bank statements for the current account as at 30th September 2016.

Members present unanimously resolved to approve the reconciled bank statement as at 30th September 2016.

b. To consider Grant applications payable under powers from 1972 Local Government Act (s137) for the following:

i. Application from Oxford Samaritans for £130.

Members present unanimously resolved to approve a grant of £130 to the Oxford Samaritans.

ii. Application from Parishes Against Gravel Extraction for £1250.

Members present resolved by 9 votes for with 1 against to approve a grant of £1250 to Parishes Against Gravel Extraction.

iii. Application from Victim Support for £100.

Members present unanimously resolved to reject the application of a grant to Victim Support based on the limited amount of support provided to Benson parishioners.

Action: Clerk to inform victim support of the decision.

CLK

iv. Application from Oxfordshire Association for the Blind for £100.

Members present unanimously resolved to approve a grant of £100 to the Oxfordshire Association for the Blind.

v. Application from Benson Royal British Legion Branch in aid of the 2016 Poppy Appeal for £150

Members present unanimously resolved to approve a grant of £150 to the Royal British Legion Branch Poppy Appeal.

16. To sign cheques as detailed on the attached list:

| Date of Invoice | Organisation/ Individual | Description | Cheque Number | Amount |
|-----------------|--------------------------------------|---|------------------|----------|
| 27/10/2016 | HMRC | October PAYE and NI | 506061 | 687.30 |
| 27/10/2016 | GM Stock | October Salary | 506062 | 140.60 |
| 27/10/2016 | OCC | October pension | 506063 | 980.97 |
| 27/10/2016 | A Bates | Handyman services | 506064 | 924.18 |
| 16/09/2016 | Came & Company | Insurance 10/16-10-17 (already signed) | 506058 | 6232.22 |
| 09/16 | Chiltern Society | Membership 9/16-9/17 | 506065 | 30.00 |
| 19/09/2016 | Executive Fire Protection | Fire Exit signs | 506066 | 6.96 |
| 19/08/2016 | Executive Security Locksmiths Ltd | Sliding Doors at PH | 506067 | 12804.00 |
| 30/09/2016 | Grundon | Waste collection Sept | 506068 | 92.40 |
| 03/10/2016 | Cathedral Leasing Ltd | Hygiene Services | 506069 | 433.66 |
| 04/10/2016 | Bethan Osborne | HR Consultancy | 506070 | 941.40 |
| 30/09/2016 | Clarity Copiers | Photocopier 9/16 | 506071 | 111.99 |
| 12/09/2016 | Viking | A4 paper | 506072 | 16.04 |
| 18/10/2016 | Clearview | Window cleaning | 506073 | 140.00 |
| 27/10/2016 | NP design & print ltd | Adhesive Signs | 506074 | 148.80 |

17. Questions to the Chairman: There were no questions for the chairman.

18. Items for Councillors to Note.

a. Cllr P Murray apologised for his absence at the November Benson Parish Council Meeting.

19. To confirm the date of the next council meeting.

Thursday 24th November 2016.

20. Dates of Next Meetings:

- a. Parish Council Meeting. Thursday 24th November 2016.
- b. Finance Meeting Tuesday 15th November 2016.
- c. Halls Regeneration Meeting Tuesday 22nd November 2016
- d. Halls Meeting Thursday 12th January 2017.
- e. Recreation and Lands Meeting Thursday 10th November 2016.
- f. Planning Meetings (to be notified).
- g. November Play Area inspection: Cllr R Jordan.

A handwritten signature in black ink, appearing to read 'PEldridge'.

Peter Eldridge
Proper Officer
1st November 2016

Annex A
Actions for Parish Council Meetings as at
27th October 2016

- Clerk to add an agenda item to recreation and lands meeting to discuss allotment compost heaps council meeting minutes 27th Oct 2016 (9.b.iii). **CLK**
Item added. Action closed.
- 1. Cllr P Peers to discuss the proposed Oxfordshire Unitary Authority with Chair of SODC council meeting minutes 27th Oct 2016 (14.a.10.). **CPP**
In progress.
- 2. Clerk to inform FOBL booking is confirmed council meeting minutes 27th Oct 2016 (14.a.16.). **CLK**
FOBL informed. Action closed.
- 3. Clerk to inform parishioner and place item on R&L agenda council meeting minutes 27th Oct 2016 (14.a.17.). **CLK**
Item added to R&L agenda and parishioner informed. Action closed.
- 4. Clerk to respond to the parishioner with concerns about public transport council meeting minutes 27th Oct 2016 (14.a.18.). **CLK**
In progress.
- 5. Clerk to inform the chair of RUG 3 council meeting minutes 27th Oct 2016 (14.a.19.). **CLK**
In progress.
- 6. Clerk to try and recruit a 3rd party to represent the council at RUG 3 meetings council meeting minutes 27th Oct 2016 (14.a.19.). **CLK**
In progress.
- 7. Clerk to inform allotment holders via the allotment manager council meeting minutes 27th Oct 2016 (14.a.20.). **CLK**
In progress.
- 8. Clerk to inform victim support of the decision to reject their application for a grant council meeting minutes 27th Oct 2016 (15.b.iii.). **CLK**
Victim support contacted. Action closed.

Annex B

SODC Report from Cllr F Bloomfield

Scrutiny

We recently looked at the emerging Strategic Economic Plan for Oxfordshire with our colleagues from the Vale at Joint Scrutiny Committee. We share concerns over the way that the Plan as it stands is very Oxford centric and focuses on the 'science and technology spine' from Bicester through to Harwell. Both councils have concerns that this focus means that areas like ours, and the need for infrastructure, both physical and technological, and premises for small businesses to grow into have not been addressed. A document containing our concerns has been drawn up and we have recommended that Cabinet refer the Plan to full Council for debate.

Public consultation on changes to local health services

Public opinion and feedback on proposed changes to health care provision in the district is being requested as part of a public consultation starting in January 2017.

Earlier this year, the local NHS ran a series of county wide events seeking the public's views on the options developed by Oxfordshire's healthcare leaders to make care clinically and financially sustainable for the future. Health services affected include maternity and children's services, mental health and primary care.

Proposed changes are likely to be significant and include how care is delivered as well as the number and location of sites from which it is provided.

No decisions have been made about any proposed changes and will not be taken until the public consultation has run its course so the consultation feedback will help shape the transformation of healthcare services in Oxfordshire for the future.

More information on the Oxfordshire Healthcare Transformation Programme can be found at www.oxonhealthcaretransformation.nhs.uk

Encourage residents to sign up for newsletter

We are now publishing South News as a separate newsletter which will include information of interest to residents in the district. Please sign up for the newsletters which will be published every two months.

South News keeps residents in touch with news from the council, including the latest on planning and housing in South Oxfordshire, news on recycling collections and events at our leisure centres and Cornerstone Arts Centre in Didcot.

To receive South News visit www.southoxon.gov.uk/southnews

Waste Recycling South Oxfordshire top again

According to provisional rates published by Letsrecycle.com we look set to retain our place as the country's top recycling authority.

South is top of Let's Recycle league table, with residents recycling 66.5 per cent, with the Vale Of The White Horse second at 64.8 per cent.

Recent issues with contamination have resulted in a decrease of 0.8 per cent from last year for both districts. This is something we're actively tackling this Autumn with our ban on black sacks. However, with nine out of the top ten districts all experiencing a drop in recycling over the last year, we're certainly not the only ones having this issue.

DEFRA will announce the official result later in the year.

Changing sacks to boost recycling

Reminder: From 3 November, we'll only empty green wheelie bins if the recycling in them is loose or in clear sacks.

Despite a recent campaign to raise awareness about the problem of contamination, some people continue to contaminate recycling, particularly with food waste and dirty nappies. When this happens whole truckloads of recycling are rejected at the recycling centres.

So we're insisting on clear sacks or no sacks to help us identify contaminated bins.

Until 3 November we'll leave a bin hanger on any bins containing black or coloured sacks explaining the problem. We'll empty the bin on that occasion, but if it happens again after 3 November we won't empty the bin but will leave another note to explain why.

For more information, please contact the waste team on 01235 422406.

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Corporate plan 2016-20 has been published

The corporate plans setting out the councils' strategic objectives and priorities are now available online.

The SODC Corporate Plan can be found by copying and pasting this link:

<http://southandvale.us8.list-manage2.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=60edef2eeb&e=eda6ce4f57>

Devolution update

In a statement sent out this week, the city and district councils reiterated their position that having three unitary councils would be best for the future of Oxfordshire. They believe that this model would retain local democratic accountability while best serving the needs of all residents, businesses and solving the challenges that lie ahead.

You can read the full statement on the South devolution pages:

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=999e0d93c3&e=eda6ce4f57>

Keeping safe against cyber crime

With increasing numbers of people from any background, age or income caught out by online scams, cyber-crime is a real concern for many of our residents.

If you know someone who is unsure of what they can do to stay safe online, then our Community Safety team can help out.

For more information about cyber-crime see TVP's cyber-crime page at

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=d77734fe07&e=eda6ce4f57>

There is also valuable information available at Cyber Streetwise:

<https://www.cyberaware.gov.uk/>

Cllr Felix Bloomfield

South Oxfordshire District Council

**Annex C
September Neighbourhood Plan
Report**

Benson Neighbourhood Plan Report – October 2016

1. Meeting with Chalgrove Airfield Developers

Mr Rushton and I met a company called GVA (the planning company given the contract by the Homes & Communities Agency to plan the Chalgrove airfield development) on 6th October to discuss transport / traffic issues in Benson. There is an all-day workshop focussing on the transport and traffic issues, which will involve all local parishes, being held on 31st October which Mr Rushton and I will attend.

2. Meeting organised by Brightwell-cum-Sotwell Parish

On 6th October I attended a meeting organised by Brightwell-cum-Sotwell Parish Council involving Parish / Town representatives from across both Vale of White Horse and South Oxfordshire to discuss the perilous state of Neighbourhood Plans given South Oxfordshire and the Vale's lack of a 5 year land supply.

3. SEA Screening

During the Brightwell meeting, a presentation was given by a consultant who has been helping them with their Neighbourhood Plan and we propose to use the same company to help with our site selection / housing numbers and SEA. The cost will be approx. £5K which is considerably less than the only other quote we received (we asked 7 organisations to quote for the SEA).

4. Consultation

We are planning to hold another drop-in event to update the residents with progress on the Plan on 3rd December.