

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
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### Benson Parish Council Recreation and Lands Committee meeting held on Thursday 14<sup>th</sup> April 2016 at 7:30PM in the Committee Room

#### MINUTES

**Present:** Cllr P Baylis (CPB) (Chair) Cllr J Fowler (CJF)  
Cllr S McCann (CSM) Cllr P Murray (CPM)  
Cllr D Olley (CDO) Cllr P Peers (CPP)  
Cllr T Stevenson (CTS)

**Proper Officer:** P Eldridge

There was 1 member of the public present.

Minutes of the previous meeting held on Thursday 11<sup>th</sup> February 2016 were approved at the Parish Council meeting held on Thursday 25<sup>th</sup> February 2016.

**1. Apologies.** There were no apologies as all members were present.

**2. Declarations of Interest.** – Cllr T Stevenson declared an interest in item 6. Allotments and item 12.c. the grass cutting of Aldridge Triangle.

**3. Public Session:** Mr D Rushton spoke as leader of the Neighbourhood Plan Infrastructure Work Team of the need to harmonise on Roads issues, and especially parking. He said the team would use the Parking Plan produced by the Transport Advisory Group (TAG) last Autumn as the basis for their comments. Mr Rushton also reported concern by some retailers in the village over current parking difficulties and relayed a request from them for a survey on parking. There is a belief that whilst there are many aspects to a current lack of capacity residents and shop workers are using parking spaces for all day parking and there may be a trend towards commuters sharing cars and also parking residue vehicles in the village all day. Whatever the cause, the number of parked cars is not reflected in the number of local retail customers during the day and the lack of capacity could well be detrimental to businesses. Mr Rushton invited the PC to discuss issues with the retailers and to review the future ownership of the Millstream Car Park. Members discussed the parking issues raised. Cllr J Fowler noted that any new controls on car parking would need to tie in with the Neighbourhood Plan. Cllr P Peers said that the amount of time cars could park in the village centre for free could be limited. Mr Rushton noted that if parking was to be controlled there would need to be patrols to ensure that limits were adhered to. Cllr Fowler asked Mr Rushton if business owners had commented on any other issues. Mr Rushton responded that comments had been made about large numbers of people using online shopping. Cllr Fowler ended the discussion saying that currently there was no Benson parish council committee for shops and their facilities, such as parking. Cllr Peers noted this and agreed to review a way forward.

**Action:** Cllr Peers to review how best to respond to local retailers issues in the village centre.

**CPP**

#### **4. Village Centre.**

a. It was noted that work has commenced on the construction of the houses to the rear of 31 and 33 High Street Benson. Cllr P Baylis raised a concern over the damage to the pavement at the temporary entrance to the construction site and asked the clerk to write to Mr Passey to obtain confirmation that full repairs would be carried out at the end of the construction and that Mr Passey's liability

insurance would cover individuals for damage to property or injuries arising from the work.

**Action:** Clerk to write to Mr Passey.

**CLK**

b. To continue discussions on a Benson Village Parking Plan:

i. Cllr J Fowler commented that the plan to take over the Millstream car park from SODC appeared to be at a standstill. The chair asked Mr D Rushton, previous chair of the recreation and lands committee, to comment and Mr Rushton said that the last action had been with SODC to respond. Cllr P Baylis asked the clerk to re-establish contact with SODC to get an updated status of the plan to take over the Millstream Carpark.

**Action:** Clerk to contact SODC with regards to the takeover of the Millstream Carpark.

**CLK**

ii. Cllr P Baylis noted the requirement for additional cycle racks to be placed around the village and requested that councillors review the options and send any requirements to the clerk so that a list of places for bicycle racks could be prepared.

**Action:** Cllrs to provide clerk with locations for additional bicycle racks.

**ALL**

At this point Cllr P Murray joined the meeting apologising for being late.

iii. Cllr J Fowler gave an update on the possibilities of using the old salt store on St Helens Avenue as a carpark. Cllr Fowler reminded members that the latest information from OCC was that they would lease the land but not sell it. Cllr Fowler ended by saying that Benson parish council was waiting for a report on the value of the land from the District Valuer.

c. To discuss the draft procedure for the clerk to respond to badly parked cars on the College Farm car park. Members discussed the draft policy and it was agreed that Cllr P Baylis would make a further update to the draft to include use of College Farm parking areas by street traders, the right of the parish council to close the car park for events and for the use of overnight parking. It was additionally agreed that the clerk should review and provide wording for parking signs.

**Action:** Cllr P Baylis to update draft policy.

**CPB**

**Action:** Clerk to provide draft wording for car parking signs.

**CLK**

d. To receive an update on the planting of flowers in the area of the Millstream Public Toilets. Cllr P Baylis commented that during her research with regards to requesting a donation from the Coop for flowers she had noted on the Coop website that in their policy the Coop states that only individual members are eligible to request a donation.

e. Bicycle Racks:

i. It was noted that the 3 single bicycle racks have been removed off the wall of the Millstream Surgery 2 racks have been reinstalled on the wall of the public toilets.

ii. To discuss the location for additional bicycle racks to be installed in the Millstream area. It was agreed that the action at 3.b.ii covered this item.

f. Any maintenance or other issues. No maintenance or other issues were brought to the meeting.

## 5. Rivermead:

a. To receive an update on the refurbishment of the paddling pool. It was agreed that the recent work to repoint the paving stones around the pool had been carried out to a high standard and that the area looked much better. Cllr P Baylis reported that providing the weather conditions were suitable the pool would be opened for use the first weekend in May. Cllr Baylis continued that final grouting, cleaning and preparation of the pool for use would be carried out by the contractor who repaired the pool before the pool was opened.

**Action:** Clerk to confirm pool preparation for opening with the contractor.

CLK

b. To receive an update on the installation of new Thames path gates at each end of Benson Marina. Cllr P Baylis reported that she had no update.

c. To discuss the requirement to update the conditions for the use of Rivermead recreation area including mooring. Cllr P Baylis reported that she and Cllr P Peers had done some work on the production of conditions for the use of Rivermead. Cllr T Stevenson noted that the posts used to support the Salter landing stage needed to be capped, preferably with pointed caps. Clerk was instructed to write to Salters asking for the posts to be capped and to request a schedule for the use of the landing stage in 2016.

**Action:** Clerk to write to Salters Steamers.

CLK

d. Any maintenance or other issues.

e.

i. Cllr D Olly reported that some of the concrete plinths at Rivermead were standing proud of ground level and needed their perimeters built up with soil.

**Action:** Clerk to arrange for external contractor to remedy.

## 6. Allotments.

a. Allotment allocation update and report. Clerk reported that after a visit by the community payback team to maintain one of the vacant unmaintained allotments which they had cleaned up and dug over it had immediately been reassigned to a new holder. Clerk continued that he was expecting the community payback team to be available on other occasions and that it was planned for them to maintain other vacant allotments.

b. To receive an update on the request for an allotment holder to keep bees on his allotment and review the Benson Parish Council draft policy for bee keeping on allotments.

i. Members discussed the circulated policy and letter to current allotment holders and it was agreed that the letter should be sent to all allotment holders in the vicinity of the proposed hive for comment.

ii. Members **unanimously resolved that the following recommendation be made to full council:**

**1) Recommendation to full council that Benson Parish Council allow Mr P Collins to keep one hive of bees on his allotment, subject to his acceptance of Benson Parish Councils Beekeeping Policy, and the provision of all relevant documentation, and subject to no fewer than 90% of allotment holders (at St Helen's Avenue allotment site) not objecting to the hive.**

c. Water Trough Maintenance. Clerk reported that in response to a complaint from an allotment holder passed to Cllr J Fowler the external contractor had been

around all the troughs on both sides of the allotments to check that they worked correctly and maintained any that were not functioning correctly. Cllr T Stevenson noted that individual holders were still using pumps to irrigate their allotments and that it might be a good idea to put something in the allotment tenancy agreement to limit this when it is next updated.

d. Any maintenance or other issues:

i. Cllr T Stevenson commented that children playing football on the St Helens play area often kicked footballs over the surrounding fence into allotments. Cllr Stevenson continued that since the fence required replacing it would be a good idea for the replacement fence to be higher.

**Action:** Clerk review requirement with Cllr Stevenson and report back to recreation and lands committee.

CTS  
CLK

## 7. Play Areas:

a. To discuss the alternatives to remove, refurbish or replace the wooden multiplay equipment on the Green Close play area. Cllr P Peers noted that there was some money available in the 2016 – 2017 precept. Cllr Peers continued that she would review options for replacement equipment, possibly a bucket seat, with the clerk and also for the replacement/repair of the Green Close multiplay equipment ready for the next recreation and lands meeting.

**Action:** Cllr Peers and clerk to review options to maintain/replace Green Close multiplay equipment.

CPP  
CLK

b. To note and report on the meeting held with the Community Development Officer of Oxfordshire Playing Fields Association on the next steps to take with the provision of a Benson adventure playground. Cllr P Peers noted that the meeting had been useful and that she was currently reviewing the options to enable Benson parish council to move forward with plans for an adventure playground. Cllr J Fowler commented that he was not keen on the idea of scrapping serviceable play equipment on any of the current play areas. During discussion members agreed that of the current play areas the facility most in need of additional equipment was the one at the St Helens play area.

c. Any maintenance or other issues:

i. Cllr P Baylis reported that a new picnic bench had been installed today in the Sunnyside play area. Cllr Baylis continued that the replacement of the 2 small steel and wood picnic tables in the play area would be replaced by Wicksteed ASAP.

## 8. Bertie West Field (BWF).

a. It was noted that work to clear blackthorn on the field is in progress. Cllr Baylis commented that a compliment on the progress of the work on BWF and been received from the scouts via Cllr J Fowler.

b. To receive an update on the removal of the water tank. It was agreed that the water tank should be removed ASAP by the clerk.

**Action:** Clerk to arrange removal of the water tank.

c. Any maintenance or other issues. There were no maintenance or other issues brought to the meeting.

## 9. Sunnyside.

a. To receive a report on an incident where a parishioner tripped and was injured inside the boundary of Sunnyside adjacent to the crossing over the

Watlington Road. Cllr P Baylis explained that an elderly lady had fallen just before the crossing off the parish hall carpark across the Watlington Road. Cllr Baylis continued that the lady had been quite badly injured requiring hospital treatment. The clerk had followed up the incident by visiting the person involved and filling in an accident report. Cllr Baylis completed the report by noting that street lighting appeared adequate at the crossing and that the only trip hazard noted was a slight lip at the site of a recently installed BT fibre optic cable. Clerk had contacted BT and they would be maintaining the trench where the fibre was laid to remove the lip ASAP. The lady in question will not be taking action.

b. To discuss the paving over of the small garden at the front of the hall. After a brief discussion Cllr P Baylis agreed to approach the gardening club to see if they would be willing to help maintain the small garden. It was also agreed that the clerk should purchase a long handled wire patio brush so the external contractor could maintain the cement mortar between the paving slabs. Cllr T Stevenson suggested that if skateboards/cyclists were an issue crossing the garden a small fence could be erected around the garden.

**Action:** Cllr P Baylis to approach gardening club.

**Action:** Clerk to purchase wire patio brush.

**CPB  
CLK**

c. To discuss the infilling of the gaps on the perimeter of Sunnyside with trees. Cllr P Baylis noted that there had been no progress on this item.

d. Any maintenance or other issues. There were no maintenance or other issues brought to the meeting.

#### **10. Benson War Memorial.**

a. To receive a report on the action from the last meeting to get additional quotes to refurbish the lettering on the memorial. Currently waiting for a list of recommended contractors as part of the information provided during the pre-application grant process.

b. To receive a report on the pre-application for a grant to maintain the war memorial. Cllr P Murray reported that he had received a reply from the War Memorials Trust in response to the pre-application main points included to support the grant are:

- i. Requirement for good quality photos.
- ii. Three quotes from recommended contractors.
- iii. Grant could provide 75% of £30,000 (maximum amount).
- iv. War Memorials Trust recommends a conservative approach with a thorough clean of the memorial first.

Cllr Murray completed the report noting that he is waiting for final clarification on the pre-application.

c. Any maintenance or other issues.

- i. Cllr P Peers asked the clerk to send a letter of thanks to Mrs L Powell for her continuing work on the garden at the Benson War Memorial.

#### **11. Benson Brook.**

a. Any maintenance or other issues. There were no maintenance or other issues brought to the meeting.

## 12. General.

a. To discuss the way forward with Benson Parish Council taking on additional maintenance in the parish under the OCC 'Oxfordshire Together' proposals. Cllr P Baylis reported on the meeting held with Mr T Shickle Programme Manager noting it had been very useful. Cllr Baylis continued that there was not much money available from OCC for taking on grass cutting around the village and that it would be limited to around £1300 annually for a maximum period of 3 years. Due to the late response from OCC and the requirement to make a decision for the first year of taking on the grass cutting by May 2016 members agreed that it would not be possible to take on additional grass cutting to support the 'Oxfordshire Together' initiative in 2016 and that the next step for Benson Parish Council would be to consult and arrange a meeting with other local parish councils to find out if a partnership agreement could be arranged for subsequent years.

CLK

**Action:** Clerk to specify local Benson parish requirements and then write to other local councils to get feedback on their view of the 'Oxfordshire Together' proposals and arrange a meeting.

b. To discuss the way forward with replacing the 2 seats along Church Road. Cllr D Olley produced a written quote from a local artisan to replace the benches. Cllr P Baylis informed the committee that the seat closest to the library had been originally funded by the Benson WI and that she would be writing to them to confirm that they were happy for Benson parish council to maintain/replace the seat. Cllr P Peers commented that she had asked the clerk to write to SODC Grants Team in response to the letter about Grants for the Queen's birthday Celebrations for events to inquire if this grant could be applied to permanent memorials such as an inscribed public bench seat. Cllr Peers noted that the clerk is still waiting for a response. Members discussed the replacement of the seats and it was agreed that the clerk should get additional quotes and request information from the Millstream Centre on where the memorial seat for the late Cllr D Fletcher was purchased from.

**Action:** Cllr P Baylis to write to Benson WI to seek permission to maintain/replace public bench on Church Road adjacent to the library.

CPB

**Action:** Clerk to obtain additional quotes and check with the Millstream centre for the retailer that provided them with a memorial bench.

CLK

c. To discuss the cutting of the grass at Aldridge Triangle and the uncut area to support wildlife. Cllr J Fowler noted that a consultation had been held via the Benson Bulletin to get public input on the wild life area on Aldridge Triangle and that this had been predominately in favour of maintaining the wild life area. Cllr D Olley noted that the response to the consultation had been very limited and he felt did not represent the views of residents whose houses overlooked the untidy patch of uncut grass. After further discussion **members resolved by 5 votes with 1 against and 1 abstention (Cllr T Stevenson) to retain the wildlife area on Aldridge Triangle.**

**Action:** Clerk to inform residents who provided written complaints to the parish council.

d. To discuss the placement and costing of additional litter bins around the village. Cllr P Baylis reported that this is a work in progress with herself and the clerk currently producing a village map of all litter bins by type ready for an assessment of current bins and to identify new locations.

e. To note the meeting and agreed actions with the RAF for the clearance of

trees on the perimeter of the base that obstruct Radar. All Cllrs had been provided with a copy of the required actions to progress the requirement for the RAF to maintain trees on the perimeter of the RAF Benson Base. Cllr P Baylis noted that the 1<sup>st</sup> 2 actions were in the hands of the RAF and that the clerk was waiting for the provision of reports and an invitation to inspect the trees requiring maintenance from inside the base.

f. To note and discuss a significant increase in dog fouling around the village. Cllr P Murray commented that a much stronger worded parish note should be placed, by the clerk, in the Benson Bulletin informing dog owners that the Parish Council will be taking additional steps to catch individuals who allow their dogs to foul footpaths and parish recreational facilities. Cllr Olley noted that SODC have a dog fouling policy which includes the sanction of imposing spot fines and agreed to provide additional information to the clerk so that he could write to SODC for more information.

**Action:** Clerk to draft parish note and circulate around the recreation and lands committee.

**CLK**

**Action:** Cllr Olley to provide information to clerk on SODC dog fouling policy so that the clerk can write to SODC.

**CDO  
CLK**

g. To note that the clerk has contacted the family that wish to place a commemorative plaque at Rivermead. Cllr P Baylis noted that the clerk was in the process of arranging a meeting with the family to discuss options.

h. To note the response from OCC Field Officer on Footpath No 8. Members noted the response. Cllr P Baylis asked the clerk to check with the land owner prior to laying wood chips.

**Action:** Clerk to check with the land owners that Footpath 8 traverses that they are happy for Benson Parish Council to maintain Footpath No 8 by laying wood chippings.

**CLK**

i. To discuss the repair of the Faye Grundy Shelter. Cllr P Baylis noted that the clerk had approached the family who originally erected the shelter to ask if they wished to maintain the roof. The response received had been that the family would rather see the shelter removed as they felt the current way it is used is not respectful to a shelter that was intended as a memorial. Members discussed the repair of the shelter suggesting several options one of which is to reroof the shelter with a steel roof. It was agreed that other options would require an allocation of funding via the precept for the financial year 2017/18. Members also agreed that the next action would be to write formally to the family with options for Benson Parish Council to maintain the shelter and if necessary take steps to remove memorial status from it.

**Action:** Cllr P Peers to investigate the installation and costs for a steel roof.

**Action:** Clerk to draft formal letter to the family who erected the shelter.

### **13. Any Other Items to Note or for the Next Agenda:**

a. Cllr S McCann noted that while he was walking around St Helen's Avenue and was passing the perimeter of the base he was approached by RAF security patrol who asked him why he was there. Cllr McCann commented he found this intrusive and asked if it was normal for RAF security to question pedestrians on the perimeter of the base. Members discussed what action to take and it was agreed that the clerk should discuss with the parish council RAF Liaison Representative Cllr F Lovesey, with a view to approaching the RAF for clarification on why security patrols questioning pedestrians is necessary.

**Action:** Clerk to discuss with Cllr F Lovesey.

b. Cllr D Olley noted that some of the Beech trees planted in Rivermead are in poor conditions.

**Action:** Clerk to investigate Beech trees.

**14. Date of Next Meeting.** 9<sup>th</sup> June 2016.



P Eldridge  
Parish Clerk  
19<sup>th</sup> April 2016



**Annex A**  
**Actions for Recreations and Land Meeting as at**  
**14<sup>th</sup> April 2016**

Serial No	Action	
1.	Cllr Olley to arrange for the removal of the water tank on BWF. Minutes dated 17th September 2015 (8.a.). <i>In progress.</i>	<b>CDO</b>
2.	Cllr Olley to get updated quote for re-lettering names and wording on War Memorial. Minutes dated 17th September 2015 (11.a.). <i>In progress.</i>	<b>CDO</b>
3.	Cllr Olley to contact a local woodworking contractor to give an assessment on the repair/replacement of the Church Road bench seats. Minutes dated 17th September 2015 (12.e.). <i>In progress.</i>	<b>CDO</b>
4.	Cllr P Baylis to produce draft procedure for parking at College Farm. Minutes dated 11th February 2016 (4.c.). <i>Draft produced. Action closed.</i>	<b>CPB</b>
5.	Clerk to produce a plan for white lining parking spaces at College Farm. Minutes dated 11th February 2016 (4.c.). <i>In progress.</i>	<b>CLK</b>
6.	Clerk to arrange an onsite meeting with the contractor who refurbished the paddling pool. Minutes dated 11th February 2016 (5.a.). <i>Meeting held. Action closed.</i>	<b>CLK</b>
7.	Clerk to select contractor and schedule the repointing of the paving stones around the paddling pool. Minutes dated 11th February 2016 (5.a.). <i>Work complete. Action closed.</i>	<b>CLK</b>
8.	Cllr Baylis to continue to try and contact the marina owner and offer support to help with the installation. Minutes dated 11th February 2016 (5.b.). <i>In progress.</i>	<b>CPB</b>
9.	Cllrs Baylis and Peers to produce draft conditions for the use and mooring at Rivermead. Minutes dated 11th February 2016 (5.c.). <i>In progress.</i>	<b>CPB</b>
10.	<b>Clerk to source 'No Mooring' signs and identify costs.</b> Minutes dated 11th February 2016 (5.d.i.). <i>In progress.</i>	<b>CPB</b>

11. **Clerk to replace lifebuoy rope on the lifebuoy at Rivermead.** Minutes dated 11th February 2016 (5.d.ii.). **CPB**  
*In progress.*
12. Cllr P Baylis to write a letter responding to the individual interested in renting the Cuckoo Pen. Minutes dated 11th February 2016 (6.a.). **CPB**  
*Individual contacted. Action closed.*
13. Clerk to identify vacant plots and instruct external contractor to maintain them. Minutes dated 11th February 2016 (6.b.). **CLK**  
*Plots identified and maintenance scheduled. Action closed.*
14. Clerk to discuss allocation of allotment strip with Allotment manager. Minutes dated 11th February 2016 (6.b.). **CLK**  
*Strip identified and Allotment Manager confirms use by Guides. Action Closed*
15. Clerk to send out holding letter. Minutes dated 11th February 2016 (6.c.). **CLK**  
*Letter sent. Action closed.*
16. Clerk to install additional 'Dog Fouling' signs at entrances to allotments. Minutes dated 11th February 2016 (6.d.). **CLK**  
*In progress.*
17. Clerk to investigate the location and cost of installing 'Dogs to be kept on Lead' signs. Minutes dated 11th February 2016 (6.d.). **CLK**  
*In progress.*
18. Cllr T Stevenson and clerk to review requirement for scalplings at entrance to allotments. Minutes dated 11th February 2016 (6.e.i.). **CTS**  
*In progress.*
19. Clerk to request scalplings from Hazel and Jefferies once requirement has been identified. Minutes dated 11th February 2016 (6.e.i.). **CLK**  
*In progress.*
20. Clerk to place an item on the next Recreation and Lands agenda to discuss the replacement of the wooden multiplay equipment. Minutes dated 11th February 2016 (7.a.). **CLK**  
*Item put on agenda. Action closed.*
21. Clerk to install stored picnic bench in the Sunnyside play area. Minutes dated 11th February 2016 (7.c.). **CLK**  
*In progress.*
22. Clerk to remove BWF water tank if still in place at the end of February. Minutes dated 11th February 2016 (8.b.). **CLK**  
*In progress.*
23. Clerk to instruct external contractor to start work on brush cutting Blackthorn bushes. Minutes dated 11th February 2016 (8.c.). **CLK**  
*Work nearly complete. Action closed.*

24. Clerk to contact Funfairs and confirm bookings. Minutes dated 11th February 2016 (9.b.). **CLK**  
*Funfairs notified. Action closed.*
25. Cllr Baylis to draft letter to the Co Op and village organisations. Minutes dated 11th February 2016 (10.b.). **CPB**  
*In progress.*
26. Clerk to absorb Millstream agenda items into the Village centre agenda item. Minutes dated 11th February 2016 (10.c.i.). **CLK**  
*Agendas updated. Action closed.*
27. Clerk to approach practice manager to seek funding for additional cycle racks. Minutes dated 11th February 2016 (10.c.ii.2.). **CLK**  
*In progress.*
28. Cllr Murray to send a grant pre-application form to the War Memorial Trust. Minutes dated 11th February 2016 (11.b.). **CPM**  
*Cllr P Peers has actioned. Action closed..*
29. Cllr P Baylis and clerk to identify additional bin locations and costs to purchase and install. Minutes dated 11th February 2016 (13.d.). **CPB  
CLK**  
*In progress.*
30. Clerk to liaise with SODC on the emptying of additional bins. Minutes dated 11th February 2016 (13.d.). **CLK**  
*In progress.*
31. Clerk to pass questions on RAF tree clearance to Cllrs F Lovesey, R Workman and RAF Engagement Officer. Minutes dated 11th February 2016 (13.e.). **CLK**  
*Information passed, Liaison Meeting held with RAF Benson. Action closed.*
32. Clerk to arrange liaison meeting with the local McDonald's manager. Minutes dated 11th February 2016 (13.g.). **CLK**  
*In progress.*
33. Clerk to contact family with current options. Minutes dated 11th February 2016 (13.h.). **CLK**  
*Contact initiated. Action closed.*
34. Clerk to contact OCC Field Officer to progress permission to lay wood chippings on Footpath No 8. Minutes dated 11th February 2016 (13.i.). **CLK**  
*Field Officer emailed. Action closed.*
35. Cllr Peers and clerk to select a date and issue an agenda for an extraordinary meeting. Minutes dated 11th February 2016 (14.a.). **CPP  
CLK**  
*Date of response to SODC extended. Action cancelled.*
36. Clerk to place item on next Recreation and Lands agenda to discuss estimates for seats. Minutes dated 11th February 2016 (14.b.). **CLK**  
*Item placed on Agenda. Action closed.*

<b>37.</b>	Cllr Peers to review how best to respond to local retailers issues in the village centre. Minutes dated 14th April 2016 (3.). <i>In progress.</i>	<b>CPP</b>
<b>38.</b>	Clerk to write to Mr Passey. Minutes dated 14th April 2016 (4.a.). <i>In progress.</i>	<b>CLK</b>
<b>39.</b>	Clerk to contact SODC with regards to the takeover of the Millstream Carpark. Minutes dated 14th April 2016 (4.b.i.). <i>In progress.</i>	<b>CLK</b>
<b>40.</b>	Cllrs to provide clerk with locations for additional bicycle racks. Minutes dated 14th April 2016 (4.b.ii.). <i>In progress.</i>	<b>ALL</b>
<b>41.</b>	Cllr P Baylis to update draft policy. Minutes dated 14th April 2016 (4.c.). <i>In progress.</i>	<b>CPB</b>
<b>42.</b>	Clerk to provide draft wording for car parking signs. Minutes dated 14th April 2016 (4.c.). <i>In progress.</i>	<b>CLK</b>
<b>43.</b>	Clerk to confirm pool preparation for opening with the contractor. Minutes dated 14th April 2016 (5.a.). <i>In progress.</i>	<b>CLK</b>
<b>44.</b>	Clerk to write to Salters Steamers. Minutes dated 14th April 2016 (5.c.). <i>In progress.</i>	<b>CLK</b>
<b>45.</b>	Clerk to arrange for external contractor to remedy. Minutes dated 14th April 2016 (5.d.i.). <i>In progress.</i>	<b>CLK</b>
<b>46.</b>	Clerk review requirement with Cllr Stevenson and report back to recreation and lands committee. Minutes dated 14th April 2016 (6.d.i.). <i>In progress.</i>	<b>CTS CLK</b>
<b>47.</b>	Cllr Peers and clerk to review options to maintain/replace Green Close multiplay equipment. Minutes dated 14th April 2016 (7.a.). <i>In progress.</i>	<b>CPP CLK</b>
<b>48.</b>	Clerk to arrange removal of the water tank. Minutes dated 14th April 2016 (8.b.). <i>In progress.</i>	<b>CLK</b>
<b>49.</b>	Cllr P Baylis to approach gardening club. Minutes dated 14th April 2016 (9.b.). <i>In progress.</i>	<b>CPB</b>
<b>50.</b>	Clerk to purchase wire patio brush. Minutes dated 14th April 2016 (9.b.). <i>In progress.</i>	<b>CLK</b>

51. Clerk to specify local Benson parish requirements and then write to other local councils to get feedback on their view of the 'Oxfordshire Together proposals and arrange a meeting. Minutes dated 14th April 2016 (12.a.). **CLK**  
*In progress.*
52. Cllr P Baylis to write to Benson WI to seek permission to maintain/replace public bench on Church Road adjacent to the library. Minutes dated 14th April 2016 (12.b.). **CPB**  
*In progress.*
53. Clerk to obtain additional quotes and check with the Millstream centre for the retailer that provided them with a memorial bench. Minutes dated 14th April 2016 (12.b.). **CLK**  
*In progress.*
54. Clerk to inform residents who provided written complaints to the parish council. Minutes dated 14th April 2016 (12.c.). **CLK**  
*In progress.*
55. Clerk to draft parish note and circulate around the recreation and lands committee. Minutes dated 14th April 2016 (12.f.). **CLK**  
*In progress.*
56. Cllr Olley to provide information to clerk on SODC dog fouling policy so that the clerk can write to SODC. Minutes dated 14th April 2016 (12.f.). **CDO**  
*In progress.*
57. Clerk to check with the land owners that Footpath 8 traverses that they are happy for Benson Parish Council to maintain Footpath No 8 by laying wood chippings. Minutes dated 14th April 2016 (12.h.). **CLK**  
*In progress.*
58. Cllr P Peers to investigate the installation and costs for a steel roof. Minutes dated 14th April 2016 (12.i.). **CLK**  
In progress.
59. Clerk to draft formal letter to the family who erected the shelter. Minutes dated 14th April 2016 (12.i.). **CLK**  
In progress.
60. Clerk to discuss with Cllr F Lovesey. Minutes dated 14th April 2016 (13.a.). **CLK**  
In progress.
61. Clerk to investigate Beech trees. Minutes dated 14th April 2016 (13.b.). **CLK**  
In progress.