



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@bensongpc.org.uk

Full Council

Membership:

Councillor Bill Pattison (Chairman), Councillor Patricia Baylis (Vice Chairman), Councillor Robert Castelow-Sturges, Councillor David Dawkins, Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Gavin McLauchlan, Councillor Roger Moore, Councillor Phillip Murray, Councillor Ian Skeels, Councillor Tom Stevenson and Councillor Michael Winton.

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING AND FULL COUNCIL MEETING HELD AT THE PARISH HALL, BENSON ON THURSDAY 28TH MAY AT 7.30PM

Present – Cllr William Pattison (Chair), Cllr Patricia Baylis (Vice Chair), Cllr Robert Castelow-Sturges, Cllr Roger Moore, Cllr Ian Skeels and Cllr Michael Winton
SODC Cllr Andrea Powell.
Nicola Copland – Clerk
Several members of the public.

Layla Johnston
12th June 2026

1. Election of Chair.

The Clerk asked for nominations for the Chair.

Cllr Baylis nominated Cllr Pattison, and this was voted for by the rest of the Councillors present.

2. Election of Vice-Chair. Cllr Baylis was elected as Vice-Chair.

3. Apologies were received from Cllrs Jordan, McLauchlan, Stevenson, Lovesey, Murray and Dawkins.

4. Declarations of interest. None.

5. Exclusion of the Public to discuss an item.

Vote to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the business, the Press and Public be excluded from the items at the end of this meeting. **Item 24.**

6. Public session. The Chair, Bill Pattison awarded the Annual Bob Griffiths Shield to Oscar Cowlard.

7. Minutes of the last meeting

It was **RESOLVED** to approve and sign the minutes of the Annual Parish Council meeting held on Thursday 22 May 2025 and of the Full Council meeting held on 23 April 2026 as a true record of the meetings.

8. To appoint the Committee Members.

All Councillors voted to remain on their respective committees for the next year.

- a. Halls Committee. IS, DD, FL, MW, RJ.
- b. Recreation and Lands Committee PB, GML, RM, RCS, TS, PM.
- c. Finance and Staffing Committee. PB, BP, IS, PM, RJ.
- d. Planning Committee BP, PM, IS, DD, MW, RJ
- e. Awards Committee PB, TS



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9. To appoint the Working Group Members.

The following members were agreed.

- a. Neighbourhood Plan Working Group. PM, Cathy Murray, Edel McGurk and Richard Hess (PM to check)
- b. Transport Advisory Working Group – PM, Mick Brown, RM
- c. Public Art Working Group- PB, PM, CLK, Fran and Chris Swann
- d. Parish Events Working Group PB, GML, CLK, LJ, Pete Eldridge.
- e. Communications and Marketing Working Group. IS, GML, CLK, LJ.
- f. CIL Working Group. BP, IS, PB, PM, RJ, CLK.
- g. Road safety Working Group RM, Andrew Firth, CLK.
- h. Pavilion Working Group BP, PB, IS, GML, DD, Teresa Mc Teague.
- i. Rivermead Working Group .PB, BP, RFO, CLK.

10. To review Liaison Councillors for external bodies and agree reporting to Council arrangements.

The liaison councillors were read out from last year (noted below). There might be an opportunity to shuffle this around as Cllr Skeels would be keen to cover Bensington Society and he thought that Cllr McLauchlan might be keen to take on Millstream Centre but as a few councillors were absent this could not be agreed. **Action** – put on the agenda for the next meeting.

Bensington Society - PM
Benson Bulletin - GMcL
Benson C of E Primary School - IS
Benson Green Spaces Trust - TS
Community Shed Group - PB
Benson Area Nature Group - TS
Benson United Football Club (BUFC) - IS
Brownies, Guides & Scouts - TS
Friends of Benson Library (FOBL) - RJ
Footpaths – RM
Woman's Institute-PB
Millstream Day Centre - IS
Millstream Surgery/Townlands - MW
OALC - BP
RAF Benson – FL/GML
RAF Benson School – FL/GML
RBL - FL
St Helen's Church - RCS
Tennis Club – RJ
Wallingford Green Gym- TS
War Memorial-FL (BP?)

11. To adopt the following-



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ii It was **RESOLVED** to adopt The Asset Register

iii It was **RESOLVED** to adopt The Insurance Policy.

12. To adopt the following policies-

It was **RESOLVED** to readopt the following policies

Complaints policy, Freedom of Information requests, Code of Conduct, General Privacy Notice Policy, Press/Media Policy, Grants Policy, Debt Recovery Policy, Driving and Towing Policy, Health and Safety Policy, IT Policy, Information and Data Protection Policy, Information Technology Usage and Security Policy for Councillors. **New policy** - Filming, Audio Recording, Photographing and Reporting of Council and Committee Meetings.

It was **RESOLVED** to renew the Civility and Respect Pledge.

13. To discuss GDPR training for Councillors. It is strongly advisable that both Councillors and staff carry out the training. The training will be recorded and can be watched online.

14. To receive written reports from the following:

- a. OCC Cllr G McLauchlan – report circulated.
- b. SODC Cllrs S Cooper and A Powell – report circulated. Cllr Powell announced that she is now Chair of the District Council. Her chosen charities are Style Acre and Cycling Without Age. Joint Local Plan due to be adopted. Still not known what the reorganisation will be yet. LC WHIP has been signed up and is available on the OCC website. She highlighted that a bespoke page has been set up for the County and District Councillors reports on the BPC website.

15. Update on previous actions.

- Events-wash up meetings – in progress
- GML to speak to Freddie Van Merlo re supporting him on his campaign with water quality/ Thames water – C/F
- Circulate the details of the Community Shed opening party to all Cllrs - completed
- Look at other ways of funding Library and Community Shed.- Next Finance agenda
- Awards-Write to 'runners up' of the Don Fletcher Award and the Bob Griffiths Trophy - completed
- CIL WG meeting – tba
- Scouts to investigate using Salt Store – ongoing with Finance

16. Benson Parish Council Committees

a. Planning Committee

- i To receive a report from the Chairman of the Planning Committee – no controversial applications.

b. Halls Committee

- i To receive a report from the Chairman of the Halls Committee - Community Hall – Gas cooker sold and new electric cooker wired in. Emergency roof repairs completed at the Parish Hall.

c. Finance Committee.



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i To receive a report from the Chairman of the Finance Committee.

The Finance Committee have been hearing about the Scouts plans to move to a new site and have taken legal advice about how that can be facilitated (don't appear to be complications, just procedures to follow). The tennis club have been worrying about the impact of adjoining trees on their court surfaces and the committee obtained advice about relative liabilities. The biggest issue at the moment is the transfer of green spaces from David Wilson Homes...SODC have received the commuted sum but won't transfer it to us until the land has been registered in our name at Land Registry and that might take a number of years, so there could be a period where we are paying to maintain the land but without the commuted sums. SODC are looking into this at the moment. Lastly we looked at the financial side of the solar panels project and believe it is now something we should go ahead with.

ii It was **RESOLVED** to formally accept the Interim Internal Audit report from November 2025 and to note the recommendations therein.

iii It was **RESOLVED** to accept the quote from Tile Energy for supply and installation of solar panels at a price not to exceed £40,000+VAT to be met from CIL funds and/or a grant. Note that the last quote was £38184 plus VAT.

d. Recreation and Lands Committee

i To receive a report and from the Chairman of the Recreations and Lands Committee.

Clearance of the Cuckoo Pen has been completed, and grass seeding is due to begin. The Grounds team has the equipment needed to keep the grass watered. The Rivermead Project is still reviewing options for replacing the paddling pool and improving access to the river.

e. Staffing Committee

i To receive a report from the Chairman of the Staffing Committee – **confidential item**

17. Benson Parish Council Working Groups and Outside Bodies

a. Neighbourhood Plan Delivery Team,

i. To receive a report from the Chairman of the NPDT WG – no report. Cllr Murray had quite a few "sign-ups" at the Community Event expressing interest in helping with the NP.

b. Parish Events Working Group.

i. To receive a report from the Chairman of the Parish Events WG.- Wash up meeting is next week.

c. Public Art Working Group

i. To receive a report from the Public Art WG – Frances Swann is project managing the installation.

d. Transport Representative

i. To receive a report from the Transport Representative – no report

f. Communications and Engagement Working Group.

i. To receive a report from the Chairman of the Communications and Engagement WG.



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Majority of last month concentrated on publicity for the Community Celebration plus our APM – there were 8 different posts for the event plus a formal notice of the Annual Parish Meeting. The Henley Standard featured the event as one of their main stories on the Benson and Watlington news page. That was closely followed by lots of road closures. The APM in the form of the presentation boards – info on Cuckoo Pen, Rivermead, Public Art and Pavilion projects, combined with Councillors to chat to, generated interest and there were sign-ups for both the Neighbourhood Plan and the Community Speedwatch. Big plus for community engagement. New page set up on the website for us to post the SODC and OCC Councillors reports on. This is similar to how other PC's make the reports publicly available.

g. Pavilion Working Group.

i To receive a report from the Chairman of the Pavilion Working Group. Ongoing process with presentations from four very different architecture practices so far with varying costs.. Clerk has added it to Find A Tender. Will report back once the full process has taken place.

h. CIL Working Group.

i To receive a report from the Chairman of the CIL Working Group – nothing to report

i Road Safety Working Group.

To receive a report from the Chairman of the CIL Working Group. Road Safety meeting to be arranged. More volunteers came forward for Speed Watch at the open day and most have completed the training.

18. Finance

- a. It was **RESOLVED** to approve (and sign) the reconciled bank statements for the current account as of 30th April 2026
- b. It was **RESOLVED** to approve payments for May 2026.
- c. It was **CONFIRMED** that a Councillor has checked and signed the monthly invoices.

19. Correspondence and Parish notes.

Many positive comments received from residents about the Community Celebration.

Congratulations to Cllrs Andrea Powell and David Rouane who have been elected as the new Chair and Vice Chair of SODC respectively.

St Helen's Church are hosting an eco-fair as part of the Big Green Week on Saturday 13th June between 1-2pm

The Benson Community Celebration event was well attended and a great alternative the usual APM with an opportunity to carry out multiple community consultations and great public relations. Thank you to all the staff who worked hard in the run up to the event and on the day. Thank you to the Councillors who attended and spoke to parishioners. It was great to work with Fenella and Ann from St Helen's and we hope to join forces again to benefit the community.

Cllr Baylis also thanked the staff and reiterated that the format worked so well. As we are not obliged to hold an APM e The Clerk suggested using the Oxfordshire Play Association Day as a hook for the event going forward. Cllr Moore suggested canvassing the community



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on whether they would want an annual or biannual event. Would be useful to discuss this in coming months.

20. Questions to the Chairman

No questions received.

21. Items for Councillors to note.

- Cllr Winton queried the mess around the container in the carpark.
- Cllr Baylis raised the issue of Community Assets as she could not find a list and suggests we revisit this issue. **Action** - Councillors should consider whether to list some assets.
- Note OALC fees are £976.21 + VAT for the year.

22. To confirm the date of the next Full Council meeting

Thursday 25th June 2026 7.30pm

23. Dates of next meetings.

Planning Committee TBA

Finance Committee Tuesday 14th July 6pm.

Halls Committee Tuesday 7th July 7pm

Recreation and Lands Committee Thursday 16th July 10.30am

Awards Committee tba

24. Confidential Staffing Item.

i It was **RESOLVED** - for the RFO to move to NALC pay scale X, with effect from 1st June.

ii It was **RESOLVED** for the current caretaker/groundsman to obtain the more fitting job title of Grounds Supervisor, for 37 hours a week, at NALC pay scale X, with effect from 1st June.



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6 May 2026 (2025-2027)

Benson Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		2,533,518.84
	ADD Receipts 01/04/2026 - 30/04/2026		195,509.39
			2,729,028.03
	SUBTRACT Payments 01/04/2026 - 30/04/2026		40,010.03
A	Cash in Hand 30/04/2026 (per Cash Book)		2,689,018.00
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	4 CoopCurrent 61006959 30/04/2026	75,277.34	
	1 Unity Trust Bank Current Account 30/04/2026	824,962.88	
	2 Unity Trust CIL Account 30/04/2026	1,589,282.75	
	7 Nationwide Business 90183594 - 30/04/2026	0.00	
	1220Coop Public Sector Reserve £ 30/04/2026	12,637.28	
	1230 CoopProject Funds 61006971 30/04/2026	126,707.56	
	8 Natwest ex Bloomfield account - 30/04/2026	0.00	
	Cheques Awaiting Banking 30/04/2026	0.00	
	Stripe 30/04/2026	0.00	
	3 Unity Trust Bloomfield Account 30/04/2026	59,779.55	
	CCLA 30/04/2026	0.00	
	6 Coop Current 61006959 30/04/2026	0.00	
			2,688,647.32
	Less unrepresented payments		8.22
			2,688,639.10
	Plus unrepresented receipts		378.90
B	Adjusted Bank Balance		2,689,018.00
	A = B Checks out OK		

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Voucher No	Date	Net	VAT	Total	Description	Supplier	Tender				
CARD											
119	20/05/202 6 00:00	263.01	52.62	315.63	Amazon purchases - see invoices	Amazon	CARD				
121	20/05/202 6 00:00	49.64	9.92	59.56	van fuel	BP	CARD				
122	20/05/202 6 00:00	99.99	0.00	99.99	annual subs	Canva	CARD				
120	20/05/202 6 00:00	82.95	16.59	99.54	Defib Pads	Defibrillator Shop	CARD				
82	19/05/202 6 00:00	22.95	4.59	27.54	e reception services	E-Receptionist	CARD				
124	20/05/202 6 00:00	14.16	2.83	16.99	mower carburettor	Ebay	CARD				
81	19/05/202 6 00:00	15.00	3.00	18.00	phones	Giff Gaff	CARD				
96	19/05/202 6 00:00	27.50	5.50	33.00	Legal Docs system	Law Depot	CARD				
123	20/05/202 6 00:00	11.58	0.00	11.58	Subs	Mailchimp	CARD				
125	20/05/202 6 00:00	159.06	31.81	190.87	cctv allotment signs	Safety Signs 4 Less	CARD				
80	19/05/202 6 00:00	19.00	3.80	22.80	Image copyright	Shutterstock	CARD				



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ONLINE											
70	19/05/202 6 00:00	12260. 70	0.00	12260. 70	Salaries	Staff	ONLINE				
128	26/05/202 6 00:00	440.00	88.00	528.00	fire alarm servicing	Barr Fire Alarm Services	ONLINE				
83	19/05/202 6 00:00	54.79	10.96	65.75	wifi ch	British Telecommunications plc	ONLINE				
127	26/05/202 6 00:00	1300.0 0	260.0 0	1560.0 0	Lift services	Cibes	ONLINE				
79	19/05/202 6 00:00	46.21	9.24	55.45	photocopier	Clarity Copiers Ltd	ONLINE				
77	19/05/202 6 00:00	570.00	0.00	570.00	cleaning	Clear View Window cleaning	ONLINE				
130	27/05/202 6 00:00	585.00	0.00	585.00	cleaning	Clear View Window cleaning	ONLINE				
100	19/05/202 6 00:00	165.15	33.04	198.19	postmix, nuts, jubilee clip	Colliers of Crowmarsh Ltd	ONLINE				
114	20/05/202 6 00:00	3000.0 0	0.00	3000.0 0	Grant	Cycling without Age Oxfordshire	ONLINE				
101	19/05/202 6 00:00	151.43	30.29	181.72	cleaning supplies	Donovan Bros Ltd	ONLINE				
104	19/05/202 6 00:00	110.00	22.00	132.00	capping gas supply at CH kitchen	Elite Heating	ONLINE				
88	19/05/202 6 00:00	154.94	31.00	185.94	waste removal	Grundon Waste Management Limited	ONLINE				
103	19/05/202 6 00:00	130.00	26.00	156.00	manual handling training	High Speed Training	ONLINE				



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76	19/05/202 6 00:00	5417.4 7	0.00	5417.4 7	PAYE Etc	HMRC Cumbernauld	ONLI NE				
111	19/05/202 6 00:00	1000.0 0	200.0 0	1200.0 0	Cuckoo Pen plan	LandyGirls	ONLI NE				
109	19/05/202 6 00:00	16.43	3.29	19.72	mower spares	Lawncare	ONLI NE				
110	19/05/202 6 00:00	66.97	13.39	80.36	Expenses	Layla Braithwaite	ONLI NE				
126	26/05/202 6 00:00	109.00	21.80	130.80	repair to Cuckoo Pen tap	LB Plumbing	ONLI NE				
129	26/05/202 6 00:00	168.00	0.00	168.00	ch cooker connection	Martyn Ottery : Electrical services	ONLI NE				
75	19/05/202 6 00:00	3291.9 8	0.00	3291.9 8	Pension	OCC Pension Fund	ONLI NE				
118	20/05/202 6 00:00	62.50	12.50	75.00	BensonPC.org.uk web hosting	Oxford IT Solutions	ONLI NE				
108	19/05/202 6 00:00	976.21	195.2 4	1171.4 5	Subs	Oxfordshire Association of Local Councils	ONLI NE				
113	20/05/202 6 00:00	1000.0 0	0.00	1000.0 0	Grant	Oxfordshire Play Association	ONLI NE				
78	19/05/202 6 00:00	261.45	49.38	310.83	HR	Peninsula	ONLI NE				
99	19/05/202 6 00:00	195.00	39.00	234.00	Legionella Testing	Prime Compliance	ONLI NE				
94	19/05/202 6 00:00	166.84	33.37	200.21	Dog Bin Emptying	Shield Maintenance	ONLI NE				
105	19/05/202 6 00:00	696.48	127.6 3	824.11	Electricity all properties	Southern Electric Power Distribution plc	ONLI NE				



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117	20/05/202 6 00:00	633.34	115.4 4	748.78	Electricity all properties	Southern Electric Power Distribution plc	ONLI NE				
106	19/05/202 6 00:00	80.27	0.63	80.90	Expenses	Tanya Ellis	ONLI NE				
102	19/05/202 6 00:00	386.00	77.20	463.20	Play inspection	The Play Inspection Company Ltd	ONLI NE				
116	20/05/202 6 00:00	250.00	0.00	250.00	Grant	Wallingford Accessible Boat Club	ONLI NE				
115	20/05/202 6 00:00	100.00	0.00	100.00	Grant	Womens Institute	ONLI NE				
111	24/04/202 6 00:00	8000.0 0	1600. 00	9600.0 0	Cuckoo Pen3	LandyGirls	paid				
54	30/04/202 6 00:00	594.12	118.8 3	712.95	CH Cooker	Appliances Direct	paid				



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