



Benson Parish Council

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

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

Full Council

Membership:

Councillor William Pattison (Chair), Councillor Patricia Baylis (Vice Chair), 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, Councillor Michael Winton.

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT THE PARISH HALL, BENSON ON THURSDAY 25th JUNE 2026 AT 7.30pm.

Present – Cllr William Pattison (Chair), Cllr Patricia Baylis (Vice Chair), Cllr Rob Jordan, Cllr Gavin MacLauchlan, Cllr Ian Skeels, Cllr Robert Castelow-Sturges and Cllr Michael Winton.

SODC Cllr Sue Cooper
Henley Standard Reporter
Clerk - Nicky Copland

Layla Johnston
1st July 2026

1. Apologies and absences. Apologies received from Cllrs Murray, Dawkins and Stevenson. Cllrs Lovesey and R Moore were absent.

2. Declarations of interest

Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item). **None**

3. To receive written reports from the following:

- a. OCC Cllr G McLauchlan – report received and circulated. New leader of OCC (Tim Beard) & Chair and Vice Chair. Key to Benson – Gareth Epps is now Cabinet for Highways and Liz Leffman for Potholes and Resurfacing. Wallington Rd will be resurfaced in July. There is a consultation to prioritise resurfacing and can put forward 3 roads – suggested the extension of Watlington Road through the village and the cycle path from Dorchester to Benson (a lot of support for this on FB). Continuous enquiries about the relief road. New housing estate is now going to come out onto the Watlington Rd as opposed to the roundabout at the end of the Relief Road. Mobility Hub – no news. Also waiting for meeting regarding the Scouts use of Salt store. Cameras have been running on Watlington Road to track H&J Lorries. Will look at the data in next few days and tie in with Ewelme's monitoring.
- b. SODC Cllrs S Cooper and A Powell - Report circulated. Sue Cooper highlighted constitution change in planning application procedure coming into force in October. Parish councils will receive a briefing session on the new system.



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4. Public session

To allow members of the public to ask questions and address the Chair.

(It should be noted that the time allocated for the public session is a total of 10 minutes for all those wishing to speak as per council Standing Orders para 3.f.) **No-one**

5. Minutes of the last meeting

It was **RESOLVED** to approve and sign the minutes of the Full Council meeting on the 28th May 2026 as a true record of the meeting.

6. 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. **None**

7. Updates on previous actions.

- Review liaison Cllr list – on agenda
- Community Assets – C/F to next agenda
- CIL WG – tba once know Pavilion project cost

8. Benson Parish Council Committees.

a. Finance and Staffing Committee

i To receive a report from the Chair of the Finance and Staffing Committee.

The final internal audit was completed with no big issues. The report will be taken to Finance for an action plan before being reported to Full Council. Our 5-year contract with the audit company is now up so we will need to appoint new internal auditors. We have 2 proposals and these will be discussed at the next Finance meeting. Our annual return has been completed and checked and is published on our website as well as our full financial statements. Our year end accounts are fully transparent and annotated so any questions can be directed at the RFO. Our 'surplus' over the year was about £49k as forecast. This was due to some non-budgeted income received from Thames Water and InPost, some healthy halls income and a larger than budgeted income from interest on our CIL.

Staffing – Tanya will be leaving us on 31st July. Recruitment for her replacement will start shortly. Vice Chair Baylis expressed her thanks to Tanya.

ii The Clerk and Chair **APPROVED** and **SIGNED** section 1 of Annual Return 2025-26

iii The Chair **APPROVED** and **SIGNED** section 2 of the Annual Return 2025-26

B Planning Committee

i To receive a report from the Chair of the Planning Committee

A planning application has been lodged for 170 houses on the field on Watlington Road (Ben 5). A meeting will be held shortly to discuss our response.

c. Halls Committee

i To receive a report from the Chair of the Halls Committee. – All fire doors have had maintenance carried out. Some closures need looking at and fixing. Cllr Pattison pointed out that the inner door in the men's toilets were not shutting Action - Darren to look at it.



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d. Recreation and Lands Committee.

i To receive a report from the Chair of the Recreation and Lands Committee – Cuckoo Pen grass seeding is being decimated by pigeons but hopefully surviving the hot weather with watering systems in place using water from the Brook. Suggested BPC should explore costs of extraction of water from Brook to save water costs for the allotments (note there are restrictions on this). Cllr McLauchlan commended the Landy Girls on their work at the Cuckoo Pen. He said he was receiving lots of positive comments about the potential of this cleared area.

e. Awards Committee. Nothing to report.

9. Benson Parish Council Working Groups and Outside Bodies

a. Neighbourhood Plan Delivery Team

i. Nothing to report. Clerk and Chair mentioned that they had taken the details of a group attending the recent OALC event who had expertise to help with NPs.

b. Parish Events Working Group.

i To receive a report from the Chair of the Parish Events WG – Layla has arranged a Christmas event meeting which would include a wash up discussion.
Climate Film – Some Councillors had watched the climate film which they would like to show to the wider community. **Action** Parish Events WG to take this forward as an event. Also need to resurrect the climate emergency WG and it should probably be led by someone outside the Council. Cllr McLauchlan had raised it with Steve McCann. The village also needs to work on a flood emergency plan for the village.

c. Transport Representative

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

d. Communications and Engagement Working Group.

i. To receive a report from the Chair of the Communications and Engagement WG – Not much to report – lots of posts on road closures, answering emails from the Comms mailbox. Adding some new pages to the website about the various projects plus a new page for Current Vacancies.

Cllr Baylis asked whether we should explore engaging with other platforms to try and reach younger people as Facebook only used by older people. Cllr McLauchlan said he thought Layla was doing a good job getting things out to the village on Facebook. It might be worth looking at using Instagram as well although this is a very visual platform and most of our content is not. Is it worth sitting down to discuss this further? Cllr Pattison mentioned how well the Warborough email group worked – everyone can put something on it as well as the PC using it to post agendas and road closures. There are also lots of What's App groups across the village. **Action** – Cllr I Skeels and Comms Officer Layla Johnston to discuss further.

e. Public Art Fund Working group.



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i To receive a report and an update from the Chair of the Public Art Fund WG – the quotes have been chosen for the armillary sphere and funds received so will be going to manufacture.

f. CIL Working group.

i To receive a report from the Chair of the CIL WG – nothing to report.

g. Road safety Working group.

i To receive a report from the Chair of the Road Safety WG – nothing to report

h. Rivermead Working Group.

To receive a report from the Chair of the Rivermead WG – The Rivermead project is progressing slowly. Cllr Baylis and RFO had visited Runnymede paddling pool as it was a similar size and location to ours (by river). The information had been sent to the project manager. It has been agreed to dismantle the bus shelter.

10. Finance

- a. It was **RESOLVED** to approve **and sign** the reconciled bank statements for the current account as of 31st May 2026.
- b. It was **RESOLVED** to approve payments for June 2026.
- c. It was **CONFIRMED** that a Councillor has checked and signed the monthly invoices.

11. Correspondence

a. To review correspondence received

- Various road closures have been posted on the website.
- Expression of interest for Quiet Lane status for Hale Road. Cllr McLauchlan pointed out that this needed some thought as this would force all traffic back down through the middle of the village. Action - Put on to next Agenda.
- Joint statement from SODC and South and Vale about local devolution
- OALC newsletter – circulated
- There is a new consultation on SEND strategy for Oxfordshire which residents can comment on. Posted on the website.
- OCC Media release on the flag issues

b. To review Parish Office Notes – no notes

12. The liaison councillors were discussed and renewed subject to a couple of comments below-

Bensington Society - PM
Benson C of E Primary School - IS
Benson Green Spaces Trust - TS
Community Shed Group - PB



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Footpaths – RM
Woman's Institute - PB
Millstream Day Centre - IS
Millstream Surgery/Townlands - MW
RAF Benson – FL/GMcL
RAF Benson School – FL/GMcL
RBL - FL
St Helen's Church - RCS

13. Questions to the Chair.

Questions should be provided to the Parish Clerk by Monday 12 noon prior to the meeting – no questions

14. Items for Councillors to note. Cllr Pattison and Clerk had attended an excellent Talking Tables events arranged by OALC with lots of useful contacts including an HR provider and a group specialising in Neighbourhood Plans.

15 The date of the next Full Council meeting. Thursday 23rd July 2026.

16 Dates of next meetings.

Planning Committee – Wednesday 1st July 5pm

Finance Committee Tuesday 6th July. 6pm

Halls Committee-Tuesday 7th July 7pm.

Recreation and Lands Committee Thursday 16th July 10.30am.

Awards Committee TBA



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1 June 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)

A	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		2,533,429.14
	ADD Receipts 01/04/2026 - 31/05/2026		203,912.03
	SUBTRACT Payments 01/04/2026 - 31/05/2026		2,737,341.17
			80,424.49
A	Cash in Hand 31/05/2026 (per Cash Book)		2,656,916.68
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	1 Unity Trust Bank Current Account 31/05/2026	792,172.20	
	2 Unity Trust CIL Account 31/05/2026	1,589,282.75	
	1220Coop Public Sector Reserve £ 31/05/2026	12,637.26	
	1230 CoopProject Funds 61006971 31/05/2026	126,707.56	
	Cheques Awaiting Banking 31/05/2026	0.00	
	Stripe 31/05/2026	0.00	
	3 Unity Trust Bloomfield Account 31/05/2026	59,779.55	
	CCLA 31/05/2026	0.00	
	6 Coop Current 61006959 31/05/2026	75,277.34	
			2,655,856.66
	Less unrepresented payments		5.68
			2,655,850.98
	Plus unrepresented receipts		990.70
B	Adjusted Bank Balance		2,656,841.68
	Error A does NOT equal B		
	ERROR IS	£75.00	



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Voucher

No	Date	Net	VAT	Total	Description	Supplier	Tender
CARD							
252	22/07/2026	361.42	72.27	433.69	Amazon purchases - see invoices	Amazon	CARD
253	22/07/2026	42.42	8.49	50.91	Van and mower fuel	BP	CARD
261	22/07/2026	54.48	10.9	65.38	Doodle poll subs	Doodle	CARD
226	22/07/2026	22.95	4.59	27.54	e reception services	E-Receptionist	CARD
225	22/07/2026	15	3	18	phones	Giff Gaff	CARD
259	22/07/2026	146.67	29.33	176	Water pump	Homebase	CARD
256	22/07/2026	52	0	52	ICO registration	Information commissioners office	CARD
238	22/07/2026	27.5	5.5	33	Legal Docs system	Law Depot	CARD
255	22/07/2026	35.03	7.01	42.04	chain oil	Lawncare	CARD
258	22/07/2026	9.76	1.95	11.71	subscription	Mailchimp	CARD
254	22/07/2026	69.4	13.88	83.28	fence posts	Norman Cox & Partners	CARD
260	22/07/2026	34.54	6.91	41.45	Rivermead Sign	Safety Signs 4 Less	CARD
262	22/07/2026	81.92	16.39	98.31	Hoses	Screwfix	CARD
257	22/07/2026	66.66	13.33	79.99	Vacuum battery	Shark Ninja	CARD
224	22/07/2026	19	3.8	22.8	Image copyright	Shutterstock	CARD
ONLINE							
214	22/07/2026	12179.52	0	12179.52	Salaries	Staff	ONLINE
244	22/07/2026	17.57	2.66	20.23	A Field expenses	Anna Field	ONLINE
247	22/07/2026	165	33	198	repair to reception room fire shutter	Behind Closed Doors	ONLINE
251	22/07/2026	1142.76	228.55	1371.31	Flytipping removed from College Farm	Biffa	ONLINE



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245	22/07/2026	454.97	91.01	545.98	Hygiene services	Cathedral Leasing Limited	ONLINE
223	22/07/2026	29.28	5.86	35.14	photocopier	Clarity Copiers Ltd	ONLINE
221	22/07/2026	480	0	480	cleaning	Clear View Window cleaning	ONLINE
248	22/07/2026	26.6	5.33	31.93	bolster and chisel	Colliers of Crowmarsh Ltd	ONLINE
249	22/07/2026	143.91	28.78	172.69	cleaning supplies	Donovan Bros Ltd	ONLINE
						Grundon Waste Management	
230	22/07/2026	154.96	31	185.96	waste removal	Limited	ONLINE
263	22/07/2026	618.36	123.67	742.03	Springs for rockers	HAGS	ONLINE
220	22/07/2026	5033.39	0	5033.39	PAYE Etc	HMRC Cumbernauld	ONLINE
240	22/07/2026	2041.53	408.31	2449.84	Repair to PH fire exit door	JMF Windows	ONLINE
242	22/07/2026	6300	1260	7560	Cuckoo Pen final	LandyGirls	ONLINE
246	22/07/2026	215	0	215	Ceiling sensor replacement	Martyn Ottery : Electrical services	ONLINE
250	22/07/2026	70	14	84	annual subs	National Allotment Society	ONLINE
265	22/07/2026	19.92	3.98	23.9	N Copland Expenses	Nicola Copland	ONLINE
264	22/07/2026	2749.98	550	3299.98	dishwasher	Nisbets	ONLINE
219	22/07/2026	2569.99	0	2569.99	Pension	OCC Pension Fund	ONLINE
222	22/07/2026	259.02	51.81	310.83	HR	Peninsula	ONLINE
236	22/07/2026	182	36.4	218.4	Dog Bin Emptying	Shield Maintenance	ONLINE
228	22/07/2026	60	12	72	ph broadband	Virgin Media	STORDER
266	22/07/2026	12.45	2.49	14.94	Fabreze	Steve Mowlem	ONLINE

note reduction from
£3161.98 due er rate
change