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 24th SEPTEMBER 2026 AT 7.30PM.

Present: Cllr Patricia Baylis (Chair), Cllr David Dawkins, Cllr Gavin McLauchlan, Cllr Phil Murray, Cllr Ian Skeels and Cllr Tom Stevenson.

Nicola Copland – Clerk

Isie Thompson – Henley Standard

Cllr Sue Cooper – SODC joined at item 10

Cllr Andrea Powell - SODC

Layla Johnston
5th October 2026.

1. **Apologies and absences.**
   Apologies received from Cllrs Pattison, Castelow-Sturges, Jordan, Lovesey, Moore and Winton.

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).

3. **To receive written reports from the following:**

a. OCC Cllr G McLauchlan – report circulated. Highlighted postponement of LGR. More info will be available in October. Therefore, SODC elections will take place next year. Expecting news on the Benson Mobility Hub very soon.

b. SODC Cllrs S Cooper and A Powell – short report circulated.

4. **Public session**
   No members of the public attended.

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5. Minutes of the last meeting

It was **RESOLVED** to approve the minutes of the Full Council meetings held on the 23rd July, 14th August and 11th September 2026 and sign as true records of the meetings.

6. Exclusion of the Public to discuss an item.

No confidential items to discuss.

7. Updates on previous actions.

Bus stop at Blacklands Rd – C/F
Saxofest You Tube Video – circulated
Quiet Lane Status for Hale Road – Clerk has made an application.

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 budgeting process for 2027/28 is underway. All committee strategy documents will need to be reviewed in the next 2 weeks along with project plans for a draft budget to be prepared for October's Finance meeting. Please submit your ideas and requests to your committee chairs asap.

It was agreed that CIL project working groups would report monthly into the Finance Committee to avoid having extraordinary full council meetings just to approve payments. The legal issue re the tree roots and the tennis club remains with our insurers. They have appointed a legal team to investigate it as the question of liability is very unclear. In the meantime, the club have confirmed their plans to open the facility to the community on a pay to play basis. We have suggested that if a strong community benefit is proven, it may open a route to assisting the club with some costs. They have been asked to collect data over a period of 6 months.

ii It was **RESOLVED** to agree to members of staff signing up to the bike to work scheme with DASH and to facilitate the required payroll administration.

iii Full Council **NOTED**

a. The receipt of final External Auditors report from 2025-26 and the action points contained therein.
b. The NJC (The National Joint Council for Local Government Services) pay award for 2026/27 of 3.3% increase across all pay scales backdated to 1st April 2026.
c. The contractual pay date for all staff will change to 26th of each month
This is because all staff contracts are different and having a single date assists staff with direct debit payments and planning. All staff have agreed.

d. A member of staff has requested to join the LGPS pension scheme effective 1st September 2026

b Planning Committee

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

Planning Committee are putting in a short response to the relatively limited amendments made by Elivia Housing to its application. Cllr Murray will circulate to Councillors who are welcome to comment. The deadline 30th September. No idea whether SODC will be minded to refuse the application but if they do the application will have to go the Secretary of State as it is more than170 houses. Cllr McLauchlan pointed out that this application does not fit within our Neighbourhood Plan.

c. Halls Committee

i To receive a report from the Chair of the Halls Committee.

Tanya left at the end of July. Zoe McLauchlan started in role officially from 1st September, having spent a little time with the team ahead of starting to introduce some elements of the role and enable a fast start. The team did a great job of covering Tanya's role through the summer in her absence.

Halls bookings are in full swing, with good uptake from regulars, but also a steady flow of birthday parties and large events across both venues.

An introductory letter was sent out to all regular hirers introducing Zoe, asking for 2027 date confirmation and setting expectations for invoicing – when it will be done and payment window (2 weeks). A feedback form was also sent out to gather user-voice on our venues, alongside encouraging them to report issues as they find them for us to resolve. This has been received well.

There has been positive feedback from regulars and ad hoc hirers on the professionalism of staff and high quality of our venues.

Following on from the previous halls committee meeting (July – both September dates cancelled as meetings would not have been quorate. Query are there enough people on the Committee?). The new dishwasher and oven are installed and working well.

Acoustic panels have not yet been able to be discussed. Fresh quotes have been shared with councillors.

Fire doors at the Parish Hall have been fitted with pinch guards and are due to be fixed Thursday 24th September.

We are waiting on confirmation of a date to fix the front door to the Parish Hall, expected to be the week commencing 5th October.

Cllr Baylis pointed out that both she and Cllr Pattison can attend the meetings and vote if there is a quorate issue.

d. Recreation and Lands Committee.

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

ii It was **RESOLVED** to appoint Wilson & Scott to repaint the road markings (using the thermoplastic method) at College Farm at a cost of £1211.69 +VAT.

iii It was **RESOLVED** to procure a replacement roundabout at St Helen's play area from Wickstead at a cost of £8250.00+VAT

Councillors **NOTED** that there would be no increase in allotment charges for the financial year 2027/28 but with the proviso that we will be exploring costings going forward and making decisions on the charging system following that process.

e. Awards Committee.

i To receive a report from the Chair. – Nothing to report

9. Benson Parish Council Working Groups and Outside Bodies

a. Neighbourhood Plan Delivery Team

i. To receive a report from the Chair of the NPDT WG

In terms of transfer of green spaces – Cala have shown us the plans for inspections on Phase 1 and 2 including remedial actions on both. There is a lot of work to be performed and much of it is weather dependant, so we are unlikely to see inspections until early next year.

DWH – making good progress on upstanding issues for Phase 1 and definition of areas to transfer on phase 2 plus necessary remedial action. Our aim is to ensure that the entrance to the village along the relief road should include a sense of green at the entrance to village which is befitting a Chilterns village.

NP – starting to put together a team for the next revision NPRev2. The aim is to have this plan adopted by March 2028. We will be using a third party to assist in some areas where we lack specific skills.

Cllrs Baylis and Stevenson to visit Hopefield Grange to make an inspection of the trees once the work has started.

Neighbourhood Plan – starting to put together a team and will be using a third party to help.

b. Parish Events Working Group.

i To receive a report from the Chair of the Parish Events WG.

Cllr Baylis will be organising a presentation of the Climate Emergency film, first shown in Watlington. Will probably be in January or February. There will be a meeting to discuss this next Tuesday, All welcome.

The Benson Village Christmas event will take place on Friday 27th November. Two residents Marie Finch and Nicola Hewitt have been engaged to come up with some ideas and run the Village Christmas event. They have some wonderful ideas which we are keeping under wraps.

c. Transport Representative

i. To receive a report from the Transport Representative - nothing to report.

d. Communications and Engagement Working Group.

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

Layla says we can sum up comms as rubbish and road closures.
We've had to post a few times about the systematic fly tipping of rubbish in the village, dumping of household food waste and other household rubbish into our village bins. The food waste is a problem as rats are jumping out in the morning when the ground staff empties them. There was a suggestion at Rec and Lands to call residents out for bad behaviour in the Benson Bulletin with a rogues corner or even a Parish Hall of Shame! She is in two minds about this, and Cllr Skeels said he would not be in favour.
Apparently, Merton Borough Council calls people out by posting the CCTV footage of people dumping stuff on its Instagram page.
We'll be promoting the next village litter pick which is on Sunday 11th October. (Note – new date 18th October)
There is a Councillor's Meet and Greet arranged to take place this Saturday at Bob's Corner. As the weather is still good we decided to hold it there to try something different.
Going forward we will be working on the Remembrance Day parade (Sunday 8th Nov) and the Benson Christmas event (Friday 27th Nov) which we have luckily persuaded two residents to take on and they are fully committed to putting on a real extravaganza!

e. **Public Art Fund Working group.**

i To receive a report and an update from the Chair of the Public Art Fund WG.

Meeting to be arranged with Fran Swann to kick the process off and then a working group meeting will be organised.

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 - no report

h. **Rivermead Working Group.**

To receive a report from the Chair of the Rivermead WG

Currently exploring location of water pipes and electrical source under the ground.

i. **Pavilion Working Group**.

To receive a report from the Chair of the Pavilion WG

Mackenzie Wheeler have been appointed as the architects and a structural engineer has also been selected. Currently trying to pin down design wishes and will meet again with MW to discuss.

10. Finance

a. It was **RESOLVED** to approve and sign the reconciled bank statements for the current account as of 31st July and August 31st 2026.
b. It was **RESOLVED** to approve payments for August and September 2026.
c. To It was **CONFIRMED** that a Councillor had checked and signed the monthly invoices.

SODC Councillors Sue Cooper and Andrea Powell joined the meeting. The Chair returned to item 3b.

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SODC Councillors had just come from a meeting to approve the new National Scheme of Delegation. This changes the decision-making process for planning applications and required SODC to change their constitution to reflect the new procedures and protocol. Agreed that the Leader would write to the Secretary of State expressing deep concern about the impact of the changes on local democracy. Cllr Powell has written a comprehensive piece in the Benson Bulletin about this.

11. **Correspondence**

a. To review correspondence received – road closures OALC newsletter, SODC email about stronger communities (worth following up on) and the TVP Community Fund. OCC has highlighted Benson (as well as Barton and Hayford) as an area "in need" due to vast amounts of new housing. Oxford University via the Global Centre for Healthcare and Urbanisation (part of Kellogg College) want to come out and do some research. Cllr McLauchlan to get more information and discuss with Clerk/Zoe.
b. To review Parish Office Notes. None

12. It was **RESOLVED** that Benson PC hosts the Remembrance Parade on Sunday 8th November 2026.
Cllr Baylis once again expressed a view that in her view this should not be the responsibility of Benson Parish Council.

13. It was **RESOLVED** that Benson PC appoints OCC to carry out a formal speed survey of areas of the village at a cost of £760+ VAT.
Cllr McLauchlan has 4 suggestions on where the surveys should be carried out.
ACTION_Clerk to circulate the locations.

14. Full Council to discuss the purchase of a Sentinel ANPR camera to facilitate Speed Watch sessions, at a cost of £3995+VAT. Please note we have £2000 left in the budget.
DEFERRED to next meeting
Suggested using the Community police fund to buy this camera. **ACTION-**Clerk to apply for the grant.

15. Full Council to adopt The Privacy Policy for Traffic Monitoring Cameras. This is because of a meeting with Ewelme where Hazell & Jefferies were unhappy about their vans and drivers being filmed as part of the lorry survey. **DEFERRED to give Councillors an opportunity to read the policy. ACTION-**Clerk to circulate**.**

16. Questions to the Chair.

No questions.

17. Items for Councillors to note.

Tennant on the old "goat field" at the back of Millbrook Mead and across road into Preston Crowmarsh has piles of rubbish (old furniture, car parts, pallets) and every so often he sets fire to waste every so often which is a toxic issue as this backs on to the footpath. Cllr Baylis to email details to Cllr McLauchlan.

18 The date of the next Full Council meeting. Thursday 22nd October 2026.

19. Dates of next meetings

Planning Committee TBA
Finance Committee Tuesday 13th October. 6pm
Halls Committee-Tuesday 17th November 7pm.
Recreation and Lands Committee Thursday 19th November 10.30am (date to be moved).
Awards Committee TBA

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7 September 2026 (2026-2027)

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 31/08/2026			
	Cash in Hand 01/04/2026			2,533,429.14
	ADD			
	Receipts 01/04/2026 - 31/08/2026			243,891.78
				2,777,320.92
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			199,735.94
A	**Cash in Hand 31/08/2026** (per Cash Book)			**2,577,584.98**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	1 Unity Trust Bank Current Accoun	31/08/2026	705,572.08	
	2 Unity Trust CIL Account	31/08/2026	1,597,009.28	
	1220Coop Public Sector Reserve 6	31/08/2026	12,637.26	
	1230 CoopProject Funds 6100697	31/08/2026	126,707.56	
	Cheques Awaiting Banking	31/08/2026	0.00	
	Stripe	31/08/2026	0.00	
	3 Unity Trust Bloomfield Account	31/08/2026	60,070.18	
	CCLA	31/08/2026	0.00	
	6 Coop Current 61006959	31/08/2026	75,277.34	
				2,577,273.70
	Less unpresented payments			78.07
				2,577,195.63
	Plus unpresented receipts			389.35
B	**Adjusted Bank Balance**			**2,577,584.98**
	A = B Checks out OK			

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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 31/07/2026			
	Cash in Hand 01/04/2026			2,533,429.14
	ADD			
	Receipts 01/04/2026 - 31/07/2026			239,087.25
				2,772,516.39
	SUBTRACT			
	Payments 01/04/2026 - 31/07/2026			164,782.99
A	**Cash in Hand 31/07/2026** (per Cash Book)			**2,607,733.40**
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2026	0.00	
	1 Unity Trust Bank Current Accoun	31/07/2026	735,464.67	
	2 Unity Trust CIL Account	31/07/2026	1,597,009.28	
	1220Coop Public Sector Reserve 6	31/07/2026	12,637.26	
	1230 CoopProject Funds 6100697!	31/07/2026	126,707.56	
	Cheques Awaiting Banking	31/07/2026	0.00	
	Stripe	31/07/2026	0.00	
	3 Unity Trust Bloomfield Account	31/07/2026	60,070.18	
	CCLA	31/07/2026	0.00	
	6 Coop Current 61006959	31/07/2026	75,277.34	
				2,607,166.29
	Less unpresented payments			-567.11
				2,607,733.40
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**2,607,733.40**
	A = B Checks out OK			

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AUGUST 2026 PAYMENTS

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282	26/08/2026 00:00	19.00	3.80	22.80	Image copyright	Shutterstock	CARD
283	26/08/2026 00:00	15.00	3.00	18.00	phones	Giff Gaff	CARD
284	26/08/2026 00:00	22.95	4.59	27.54	e reception services	E-Receptionist	CARD
296	26/08/2026 00:00	27.50	5.50	33.00	Legal Docs system	Law Depot	CARD
304	01/07/2026 00:00	139.88	27.96	167.84	Amazon purchases - see invoices	Amazon	CARD
305	29/06/2026 00:00	75.95	15.19	91.14	Defib Pads	Defib Warehouse	CARD
306	02/07/2026 00:00	51.24	10.25	61.49	Van and mower fuel	BP	CARD
307	02/07/2026 00:00	27.40	5.48	32.88	Door guards	Security Matters	CARD
308	07/07/2026 00:00	850.00	170.00	1020.00	skip hire	Hawes Skip Hire	CARD
309	16/07/2026 00:00	9.77	1.96	11.73	mail chimp subs	Mailchimp	CARD
ONLINE							
271	26/08/2026 00:00	9961.73	0.00	9961.73	Salaries	Staff	ONLINE
277	26/08/2026 00:00	2428.14	0.00	2428.14	Pension	OCC Pension Fund	ONLINE
278	26/08/2026 00:00	4304.01	0.00	4304.01	PAYE Etc	HMRC Cumbernauld	ONLINE

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279	26/08/2026 00:00	600.00	0.00	600.00	cleaning	Clear View Window cleaning	ONLINE
280	26/08/2026 00:00	259.02	51.81	310.83	HR	Peninsula	ONLINE
281	26/08/2026 00:00	29.28	5.86	35.14	photocopier	Clarity Copiers Ltd	ONLINE
288	26/08/2026 00:00	199.74	39.95	239.69	waste removal	Grundon Waste Management Limited	ONLINE
294	26/08/2026 00:00	166.84	33.37	200.21	Dog Bin Emptying	Shield Maintenance	ONLINE
311	26/08/2026 00:00	174.00	34.80	208.80	Web site work	Aqueous UK Ltd	ONLINE
312	05/08/2026 00:00	145.00	29.00	174.00	PH door repair	Executive Alarms Ltd	ONLINE
313	26/08/2026 00:00	90.57	18.12	108.69	screws and saw	Colliers of Crowmarsh Ltd	ONLINE
314	26/08/2026 00:00	210.00	42.00	252.00	fire alarm repairs	Barr Fire Alarm Services	ONLINE
315	28/08/2026 00:00	2589.99	518.00	3107.99	spid	ElanCity	ONLINE
316	26/08/2026 00:00	4458.00	0.00	4458.00	Grant	Friends of Benson Library	ONLINE
317	26/08/2026 00:00	1550.00	310.00	1860.00	Play area parts	HAGS	ONLINE
318	26/08/2026 00:00	1320.03	252.95	1572.98	Electricity all properties	Southern Electric Power Distribution plc	ONLINE
319	06/08/2026 00:00	15.71	3.14	18.85	refreshments for interviews	Anna Field	ONLINE

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SEPTEMBER 2026 PAYMENTS.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Tender
CREDIT CARD								
368	21/09/2026	19	3.8	22.8		Image copyright	Shutterstock	CARD
369	21/09/2026	15	3	18		phones	Giff Gaff	CARD
370	21/09/2026	22.95	4.59	27.54		e reception services	E-Receptionist	CARD
382	21/09/2026	27.5	5.5	33		Legal Docs system	Law Depot	CARD
401	21/09/2026	230.8	46.15	276.95		Amazon purchases - see invoices	Amazon	CARD
402	21/09/2026	59.4	11.88	71.28		Van and mower fuel	BP	CARD
403	21/09/2026	108.32	21.67	129.99		belt sander	Screwfix	CARD
404	21/09/2026	30	0	30		annual subs	Chiltern Society	CARD
405	21/09/2026	9.69	1.94	11.63		survey monkey subscription	Mailchimp	CARD
ONLINE PAYMENTS								
331	07/09/2026	1356.77	260.04	1616.81		Electricity all properties	Southern Electric Power Distribution plc	ONLINE
333	07/09/2026	1300.84	260.17	1561.01		boiler service	Lowe & Oliver	ONLINE
351	21/09/2026	1306.5	250.79	1557.29		Electricity all properties	Southern Electric Power Distribution plc	ONLINE
353	21/09/2026	201	0	201		Dishwasher installation	Martyn Ottery : Electrical services	ONLINE
356	21/09/2026	15242.7	0	15242.7		Salaries	Staff	ONLINE
363	21/09/2026	3914.63	0	3914.63		Pension	OCC Pension Fund	ONLINE
364	21/09/2026	7093.59	0	7093.59		PAYE Etc	HMRC Cumbernauld	ONLINE
365	21/09/2026	570	0	570		cleaning	Clear View Window cleaning	ONLINE
366	21/08/2026	259.02	51.81	310.83		HR	Peninsula	ONLINE

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367	21/09/2026	29.28	5.86	35.14	photocopier	Clarity Copiers Ltd	ONLINE
374	21/09/2026	155.11	31.03	186.14	waste removal	Grundon Waste Management Limited	ONLINE
380	21/09/2026	182	36.4	218.4	Dog Bin Emptying	Shield Maintenance	ONLINE
384	21/08/2026	15.16	3.03	18.19	underpayment from previous invoice	Shield Maintenance	ONLINE
385	21/09/2026	28.07	5.61	33.68	Staff PPE	Arco	ONLINE
386	21/09/2026	99.89	19.98	119.87	cleaning supplies	Donovan Bros Ltd	ONLINE
387	21/09/2026	6063.11	0	6063.11	insurance	Zurich Insurance	ONLINE
389	21/09/2026	98.5	19.7	118.2	call out	Executive Alarms Ltd	ONLINE
390	21/09/2026	2063.9	412.78	2476.68	Architects PV	Mackenzie Wheeler	ONLINE
392	21/09/2026	1391.25	278.25	1669.5	External audit	Moore Stephens	ONLINE
394	21/09/2026	91.16	18.23	109.39	maintenance sundries	Colliers of Crowmarsh Ltd	ONLINE
395	21/09/2026	195	39	234	Legionella Testing	Prime Compliance	ONLINE
396	21/09/2026	100	0	100	green works	Wallingford Green Gym	ONLINE
397	21/09/2026	75	0	75	job advert	Henley Herald	ONLINE
399	21/09/2026	8.33	1.67	10	refreshments	Layla Braithwaite	ONLINE
400	21/09/2026	95	19	114	repair to ch ladies toilet	LB Plumbing	ONLINE